



GARISSA UNIVERSITY
OFFICE OF THE REGISTRAR
ACADEMIC & STUDENT AFFAIRS

FROM: Registrar ASA

DATE: 29th July 2024

TO: Students in Session (May-August 2024)

REF: GaU/R-ASA/STDS/2024/8

**SUBJECT: CONDUCT OF AUGUST 2024 END OF SEMESTER
EXAMINATIONS (PART-TIME PROGRAMMES)**

1. End of May-August 2024 Semester Examinations shall be administered as follows:
 - a. 29th July – 13th August 2024 – All PSSP Programs in SPAS, SBE, IPSS and DASS.
 - b. 18th – 22nd August 2024 – BEd, MEd and PhD Education.
2. Students must have register for courses on the student portal to be able to download the examination card.
3. Students who have not registered for courses will be excluded from the exam attendance list generated from the ERP system, and they will not be permitted to sit for exams.
4. **Only students with zero fees balance will be able to download the examination card and sit for exams.** The examination card must be presented to Student Finance Office and the respective Head of Academic Department for verification and stamping.
5. GSSP students under the New Funding Model who changed the mode of study from regular to part-time must visit the Office of Registrar ASA with a printout of their examination card/fees statement for clearance to sit exams.
6. Students with bursary expectations must make arrangements with sponsoring institutions and individuals for payment of their fees.
7. **Disciplinary action** will be taken against students caught in possession of **forged examination cards**.
8. Students who are unable to sit for examinations due to a good cause (e.g., fees balance, sickness) must fill in the exam **deferral form** available in the University website or 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 **deferment form**
 - Documented evidence for the reason cited when applying for deferment 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 before start of examinations.
18. Undergraduate and Postgraduate students of Education (BEd, MEd and PhD) must register for the nominal roll by filling the online google form at <https://forms.gle/StXT6vcP2xhKbdZ86>.

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