



GARISSA UNIVERSITY
OFFICE OF THE REGISTRAR
ACADEMIC & STUDENT AFFAIRS

FROM: Registrar ASA

DATE: 27th November 2024

TO: Part-time students

REF: GaU/R-ASA/STDS/2024/9

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

1. End of September-December 2024 Semester Examinations shall be administered from 9th – 18th December 2024.
2. Fee for PSSP Programmes:
 - a. Y1S1 Bachelors Students (registered in August/September 2024):
 - Ksh 119,850 (Science based programmes). Payable in two equal instalments.
 - Ksh 109,650 (Arts based programmes). Payable in two equal instalments.
 - b. Y1S2 to Y4S2 Bachelors and **all** Postgraduate, Diploma and Certificate: *As provided in the fees structure dated 03/08/2023.*
3. Students must have register for courses on the student portal to be able to download the examination card.
4. 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.
5. **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.
6. GSSP students under the New Funding Model must visit the Office of Registrar ASA with a printout of their examination card/fees statement for clearance to sit exams. They will also sign the nominal roll.
7. Students with bursary expectations must make arrangements with sponsoring institutions and individuals for payment of their fees.
8. **Examination irregularity** is a serious offense and a violation of academic integrity. Any student found engaging in such acts will face penalties as prescribed in the **Examination Rules and Regulations**. These penalties include suspension or expulsion, depending on the severity of the offense.
9. **Disciplinary action** will be taken against students caught in possession of **forged examination cards**.
10. Students who are unable to sit for examinations due to a good cause (e.g., fees balance, sickness) must fill in the exam **deferment form** available in the University website or Admissions office.
11. To be allowed to sit for any exam, each student must present the following documents:
 - a. Examination card
 - b. National identification card or birth
 - c. Student identification card. Waiting card will not be accepted.

A student missing any of these documents will not be allowed to take the exam.

12. Students are **strictly prohibited from having mobile phones or smart watches** in or near the examination room. It is mandatory for students to leave their devices in the hostels or in a location well away from the examination area. Please note that the university is not liable for any loss of mobile phones.
13. 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.
14. **Impersonation** in examinations is a criminal offense. Under the laws of Kenya, engaging in or facilitating impersonation is considered a serious offense. All students are expected to uphold academic integrity and must ensure that the person attending the examination is indeed themselves. Violators will be subject to stringent penalties including expulsion from the university and legal consequences.
15. Students who fail to attain the prescribed 80% class attendance for each course will not be allowed to sit for the affected examination.
16. Students must read the examination timetable carefully and make sure they report for each examination at the appointed time.
17. Candidates must be in the examination room at least fifteen (15) minutes before the examination starts.
18. **Special examinations** shall only be granted to students whose cases have been reviewed and approved by the Senate. Students seeking to take special examinations must apply in the prescribed format and submit their applications to the respective Chair of the Department. The final decision on such requests will be communicated after the Senate's review and approval.
19. Students who wish to sit for **supplementary examinations** must produce:
 - Duly filled and approved hard copy of supplementary exams request form
 - Payment receipt
 - Evidence of fees clearance
 - Evidence of Senate approval
20. Students are prohibited from taking answer booklets, whether used or unused, out of the examination room.
21. Students are prohibited from being in possession of more than one answer booklet in the examination room.
22. Students are not permitted to leave the examination room until the prescribed time for the paper has elapsed. Those who finish their examinations before the allocated time must remain seated quietly until the examination period concludes.
23. Students must sign the Nominal Roll for the semester at their respective Departments before start of examinations.

Regards,



Dr ADEN ALI ABDI

Ag REGISTRAR, ACADEMIC & STUDENT AFFAIRS

Copy:

- Vice Chancellor; 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; Timetabling Coordinator.