



GARISSA UNIVERSITY
OFFICE OF THE REGISTRAR
ACADEMIC & STUDENT AFFAIRS

FROM: Registrar ASA

DATE: 27th November 2025

TO: All Students

REF: GaU/R-ASA/STDS/2025/10

SUBJECT: CONDUCT OF END OF SEMESTER EXAMINATIONS (DECEMBER 2025)

1. End of **September-December 2025** Semester Examinations shall be administered as follows:
 - a. 1st– 4th November 2025 – Diploma
 - b. 8th – 19th Dec 2025 – Bachelor’s and Postgraduate PSSP Programmes
 - c. 8th – 23rd January 2026 – Regular/ Full-Time Students)
2. Students must have registered for courses on the student portal to be able to download the examination card/fee statement.
3. Students who have not registered for courses will not be permitted to sit for exams.
4. GSSP students under the Old Funding Model and all PSSP students **must clear their fees balances to be able to download the examination card and sit for exams.** The examination card must be presented to Student Finance Office for verification and stamping.
5. GSSP students under the New Funding Model **must have applied for government scholarship and/or loan and cleared the household component.** Those with fee balances due to unremitted government scholarship/loan proportions must visit the Office of Registrar ASA with a printout of their 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. **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.
8. **Disciplinary action** will be taken against students caught in possession of **forged examination cards and fee statements.**
9. 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 at the Admissions office or University website.
10. To be allowed to sit for any exam, each student must present the following documents throughout the examination period:
 - a. **Examination card**
 - b. **National identification card** or birth certificate for underage students
 - 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.
11. Students are **strictly prohibited from having mobile phones or smart devices** 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 and other smart devices.
12. 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.

13. **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.
14. Students who fail to attain the prescribed 80% class attendance for each course will not be allowed to sit for the affected examination.
15. Students must read the examination timetable carefully and make sure they report for each examination at the appointed time.
16. Candidates must be in the examination room at least fifteen (15) minutes before the examination starts.
17. Follow the invigilator's instructions and adhere to announced examination timings strictly.
18. Refrain from:
 - a. Writing your name on answer booklets.
 - b. Communicating with other candidates.
 - c. Continuing to write after time has been called.
 - d. Causing disturbances in the examination venue.
19. **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.
20. 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
21. Students are prohibited from taking answer booklets, whether used or unused, out of the examination room.
22. Students are prohibited from being in possession of more than one answer booklet in the examination room.
23. 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.
24. 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.