EXAMINATION RULES AND REGULATIONS

1. You qualify to write the end of semester Examination if;

a. You have registered on schedule and **fully paid your fees**

b. You have continuous Assessment work for all the courses taken.

c. You are not **under** suspension or have been withdrawn from the university.

2. Location of examination and seating arrangement.

These will be determined by the Office of the Registrar and indicated on the time-table

3. Students' Identity Card.

a. You will not be permitted to write a paper, if you do not have an ID card and a clearance form from the Finance Office.

b. Your ID card and clearance form will be inspected during examination. You must place them on the table at all times.

c. If you have misplaced/lost either your ID card or clearance form, arrange to have it replaced long before you sit for an examination.

4. Attendance at the Examination Venue

a. You should be seated in the examination room 30 minutes before the start of a paper

b. If you appear 30 minutes after the start of a paper, you will not be allowed to write that paper.

c. If you arrive 10 or 20 minutes after the start of a paper, you will not be allowed extra time to write your paper.

5. Prohibitions.

a. You are not allowed to bring into the examination room any of the following items:-

i Books, tipex / correction fluid, papers and written information on any unauthorized material.

ii. bags, mobile/cell phones, programmable calculators (except expressly allowed)

b. You are not allowed to enter an examination Hall except when you are told to do so.

6. Authority of the Invigilator

i. He/ She can summarily search on suspicion that you are hiding unauthorized material.

ii. If you need to leave the examination room temporarily, you will seek permission from the invigilator who will provide you an escort.

7. Time spent on a paper

i. You must spend at least, 30 minutes on a paper before submitting your answer script.

ii. You cannot leave the examination room during the last 15 minutes of a paper

iii. If you have to leave the examination room early, your invigilator will collect your script before you leave where you sit

8. Procedure during examination

i. You must sign the examination attendance sheet at the **beginning** and **end** of a paper

ii. You must write your **ID** number and name of the question paper

iii. You must read the instructions on the cover of your answer booklet and enter your index number and other required details.

iv. Do not tear any part of an answer booklet off. Leave all used answer booklets on your desk.

v. Do all your rough work in the answer book and cancel to show it is not part of your answer.

vi. Ensure that you have your pen, pencil, eraser, ruler and other required items. You may not be permitted to **BORROW**

vii. Never write your name in any answer booklet. Enter only your Index Number and sit at a table that bears your index number.

viii. Never take or smuggle out any sheet or leaf from an answer book.

ix. Do not engage in talk or any form of communication with other students, except the invigilator

x Wait till you receive instruction from the invigilator to start work and wait till the invigilator collects your answer booklet before you leave your seat. It is your responsibility to ensure that your answer book has been collected by the invigilator

xi Your invigilator will allow reading time at the start of an examination for you to check that your question paper is correct and has no blank or missing pages.

xii You must stop work when the "stop work" order is announced. Remain seated until your answer book is collected.

xiii. At the end of an examination, ensure that the numbers of your answered questions appear on your answer booklet in the way you answered them.

xiv Do not remove from the examination room any answer booklets or supplementary sheets you have used or not used.

9. Absence from Examination

Do not fail to present yourself at an examination unless you have a doctor's approval or valid reason. However, the following shall not constitute valid reasons:-

a. You misread the time table

b. You over slept

c. You were unable to find the examination venue

d. You forgot the date and time of the examination

e. You were unable to find transport to the venue.

- **Note that if you have a doctor's report, you have to submit it within 14 days to the day of examination.**
- **If for any reason you cannot take part in the end of semester examination, please write to inform the Registrar two weeks to star of examination**