

**KARATINA UNIVERSITY
OFFICE OF THE REGISTRAR
(ACADEMIC AFFAIRS)**

TEL:+254 0716135171/0723683150

P.O Box 1957-10101,KARATINA

INTERNAL MEMO

FROM: Registrar, AA

DATE: 5th December 2023

TO: Y2, Y3, Y4 and Post grad. Students (2023/2024 AY)

REF: KarU/Rg. AA/1/Vol.10

RE: CONDUCT DURING FIRST SEMESTER 2023/2024 ACADEMIC YEAR EXAMINATIONS

The first semester examinations for the referenced group of students will commence on **Thursday, 7th December 2023 to Thursday, 21st December 2023.**

The common Rules and Regulations for University Examinations stipulates how students ought to conduct themselves during Examinations. This includes but without limitation to the following; ‘

1. Students shall be required to be in possession of a personal, valid examination card, devoid of any unauthorized writings, and which shall be displayed prominently for scrutiny by the invigilator(s).
2. Students shall be responsible for correctly noting the dates, times and venues of their examination.
3. A student shall be required to sign examination attendance register for each examination undertaken before leaving the examination room.
4. A student must not be found in possession of unauthorized materials; mobile phones and any other electronic gadget whether on or off, written materials; using desks or sitting next to wall(s) with writings among others.

In view of the above, all students, are advised to strictly adhere to the above mentioned regulations among others as stipulate in the Common Rules and Regulations for University Examinations. Further, **NOTE** that breach of any regulations relating to the conduct of examinations amounts to Examinations irregularity.

Kindly be guided accordingly.

Thank you



Dr. Wangari Gathuthi
REGISTRAR (AA)

CC: Vice Chancellor
Ag. Deputy Vice Chancellor (ARSA)
Ag. Deputy Vice Chancellor (PFA)
Ag. Registrar (P&A)
Ag. Finance Officer



Ag. Director ICT
Deans of Schools
Heads of Departments
Schools Administrative Assistants
Dean of students