

**OFFICE OF THE REGISTRAR**

**(ACADEMIC AFFAIRS)**

**INTERNAL MEMO**

**FROM:** Registrar (AA)

**DATE:** 22<sup>nd</sup> May 2026

**TO:** All Y2, Y3&Y4 Students

**REF:** KarU/Rg. AA/1/Vol 12

**RE: CONDUCT DURING SECOND SEMESTER 2025/2026 ACADEMIC YEAR EXAMINATIONS**

The Second Semester Examinations for the 2025/2026 Academic Year for Year 2, Y3&Y4 students will be administered from **Monday, 25<sup>th</sup> May 2026** to **Monday, 8<sup>th</sup> June 2026**.

The Common Rules and Regulations for University Examinations stipulate how students are required to conduct themselves during examinations. These include, but are not limited to, the following:

1. Students must be in possession of a valid personal examination card, free from any unauthorized writing, and display it prominently for scrutiny by the invigilator(s).
2. Students are responsible for correctly noting the dates, times, and venues of their examinations.
3. Every student must sign the examination attendance register for each examination undertaken before leaving the examination room.
4. Students must not be found in possession of unauthorized materials, including mobile phones and other electronic gadgets (whether switched on or off), written materials, desks or walls with writing, or sitting next to such surfaces.

In view of the above, all students are advised to strictly adhere to these and all other regulations as stipulated in the Common Rules and Regulations for University Examinations.

Please note that any breach of examination regulations constitutes an examination irregularity and will attract disciplinary action.

Kindly be guided accordingly.

Thank you

  
Dr. Wangari Gathuthi  
**REGISTRAR (AA)**

CC: Vice Chancellor

Deputy Vice Chancellor (ARSA)

Deputy Vice Chancellor (PFA)

Ag. Registrar (P&A)

Ag. Finance Officer

Deans of Schools

Dean of students

Heads of Departments

Schools Administrative Assistants

