

KENYA METHODIST UNIVERSITY

OFFICE OF THE REGISTRAR, ACADEMIC AFFAIRS

MEMO

To : STUDENTS
FROM : Registrar, Academic Affairs
DATE : April 5, 2023

SUBJECT : Best wishes/Quick reminders during the End of 1st Trimester 2023 Examinations

The above subject refers.

The end of 1st Trimester 2023 Examinations are set to begin on **Tuesday 11th April 2023** and run up to **Friday 21st April 2023**. The Registrar Academic Affairs' Office wishes all the students the very best in the examinations. The following are quick reminders before and during the examinations;

a) Before the Examinations

- ✓ Devote time to adequately prepare for every examination.
- ✓ Ensure your continuous assessments are completed and submitted for grading.
- ✓ Follow examination clearance process for various types of examinations as earlier communicated.
- ✓ Have appropriate documents (**Student ID and authenticated exam clearance card**).
- ✓ Familiarize yourself with provisions of Academic Handbook Chapter 5: Examinations Administration; Chapter 6: Academic Discipline; Chapter 8 Schedules: Disciplinary procedures and penalties relating to examination malpractices.

b) During Examinations

- ✓ You are expected to uphold academic integrity in all the examinations as provided for in the Academic Handbook.
- ✓ Be in the examination room at least 30 minutes before start of examination.
- ✓ Have your student ID and authenticated examination clearance card.
- ✓ No any form of unauthorized materials shall be allowed in the exam room.
- ✓ Caps and hats are not allowed in the exam room.
- ✓ Hand phones, alarms, media players and any other electronic devices shall not be allowed in the exam room.
- ✓ You are not allowed to communicate to each other during examination.
- ✓ You are not allowed to pass anything to another student during exam.
- ✓ If you are found committing examination malpractice as per Chapter 8 Schedules: Disciplinary Procedures and Penalties relating to examination malpractices shall apply.

From our Trimester Theme; may you continue to *Embrace the Wisdom of God* during the examination period and in every aspect of your life.

Best wishes!

Dr. Lucy Ikiara, PhD
Registrar, Academic Affairs

cc: VC, DVC ASA, Deans, CoDs

Proverbs 2:6

For the Lord gives wisdom; from his mouth comes knowledge and understanding