

KENYA METHODIST UNIVERSITY

OFFICE OF THE REGISTRAR, ACADEMIC AFFAIRS

MEMO

TO : ALL STUDENTS
FROM : Registrar, Academic Affairs
REF : KeMU/B/RGAA/GEN/003
DATE : 28th March 2024
SUBJECT : EXAMINATION RULES AND REGULATIONS – 1ST TRIMESTER 2024


Reference is made to the above subject matter.

The end of 1st Trimester 2024 University examinations begins on Monday, 8th April 2024 and end on 20th April 2024. During this period, the rules and regulations listed below should be adhered to by ALL students in the examination room. Failure to comply with the rules will lead to Academic Disciplinary action taken against you. Refer to the provisions of the Kenya Methodist University Students Academic Handbook and Code of Conduct, Chapter 5.0 Examinations and Grading and Chapter 7.0 Academic Integrity and Discipline.

In summary:

1. Every student must have a **valid examination card** and the **student ID** during the examination.
2. It is the responsibility of candidates to present themselves to the examinations according to the time table.
3. Candidates should be at the entrance to the examination room at least **15 minutes** before the scheduled time. Those who arrive more than **30 minutes** after the beginning of an examination will not be allowed to sit for it.
4. No written materials (published or otherwise) are allowed into the examination room.
5. **Mobile phones are not allowed in the examination room.** Bringing phones in the examination room will lead to **confiscation**.
6. All answers are written on the official prescribed answer books only and **NEVER** on the question paper.
7. As candidates enter or leave the room, they should observe calmness and silence to ensure no disturbance to others.
8. Candidates are not allowed to move about or make any noise when the examination is in progress.
9. No communication is allowed between candidates in the examination room;-in writing, verbal, or through signs. If in doubt or need for clarifications on anything, consult the invigilator.
10. At the end of the examination each candidate should hand in the answer book and sign the nominal roll.
11. Honesty is expected at all time. Remember **cheating** is a very serious offence.
12. Visiting the washrooms is not allowed during the examination times.
13. Obey the instructions of the invigilator all the time.

I wish you all the best in the forthcoming examinations.


Dr. Lucy Ikiara, PhD.
Registrar, Academic Affairs

cc: Vice Chancellor
Deputy Vice Chancellor (ASA)
Deputy Vice Chancellor (APF)
Deans of Schools
CoDs (RS)
All Academic Staff

