



UNIVERSITY OF EMBU

EXAMINATIONS RULES AND REGULATIONS

Examinations are a very important component of a student's academic life and students are expected to familiarize themselves with Examination rules and regulations. Specific Examinations requirements for each course/programme are available at the department.

Students should be aware that committing any form of Examination irregularity will attract severe disciplinary action. The following Examination rules and regulations should be observed:

1. At the start of each semester (within the first three weeks), every student should register for units that they are due to take during that semester by filling in the relevant forms. Students shall be deemed to have registered for Examinations upon registering for units.
2. Students should note that they are required to attend all course units they are registered for and to take the Continuous Assessment Tests in those course units in order to be allowed to sit for the end of Semester Examinations.
3. A student who experiences a problem, which is likely to affect his/her Examination performance (i.e. sickness, bereavement etc.), must report to the Chairman of Department before sitting for the Examination. Cases of sickness that occur during the Examinations shall be referred to University Health Unit. Cases of sickness will not be considered in retrospect.
4. Queries/issues regarding student ID card, fees payment and registration status, should be directed to the Department, ICT Office, Students' Finance Office and Admissions respectively before the start of Examinations.
5. Examinations will take place as indicated in the timetable and students should read the Examinations timetable carefully. Misreading of the timetable is not an acceptable reason for missing an Examination or being late for a paper.
6. Every student who has met all the requirements will be issued with an Examination card. This card together with the student ID card **MUST** be produced at each Examination sitting. Students should note that, nothing should be written on the Examination card. The student

ID and Examination card should be displayed on the desk throughout the Examination.

7. Lateness to the Examination venue is not acceptable and no student will be allowed to enter an Examination room 30 minutes after the start of an Examination. No student will be allowed to leave the Examination room before 30 minutes have elapsed after the start of the Examination. Students are expected to remain in the Examination venue until the Examination is complete except in cases of an emergency.
8. A student caught cheating in Examinations e.g. by copying, having or making reference to unauthorized materials, communicating to other students verbally or through other means, will be EXPELLED from the University. Possession of Laptops, mobile phones, unauthorized electrical gadgets, text books and notes recorded on any medium are prohibited in the Examination room. Students caught in possession of these items will be expelled.
9. Students are not allowed to take Examination answer booklets from the Examination room.
10. Students should not smoke or carry food/drinks into the Examination room.
11. At ten minutes to the Examination time, students will be allowed to enter into the Examination room.
12. Once the students are seated, the invigilator will direct them to confirm that they do not have any unauthorized material, including any notes written on clothes or the body. The invigilator will remind the students about the penalties for Examination irregularities.
13. The students will then be instructed to write their registration number on the answer booklet and read the instructions on the top page of the booklet.
14. The invigilator shall then go through the Examination question paper and direct the students to confirm that they have the correct Examination question paper and that all the questions are included in the paper.
15. The invigilator then directs the students on when to start the Examination.
16. The invigilator writes on the board the starting and end time of the Examination.
17. At the end of the Examination, the chief invigilator will inform the students to stop writing and hand in their answer booklets.