



# KAIMOSI FRIENDS UNIVERSITY (KAFU)

Office of the Registrar (Academic Affairs)

## Memo

From: Senior Assistant Registrar (AA)

Date: 20<sup>th</sup> November, 2023

To: ALL STUDENTS

Ref: KAFU/501/SM/012/VOL. 3 (09)

### SUBJECT: CONDUCT DURING EXAMINATIONS

This is to remind you that end of Semester I examinations commence on 4<sup>th</sup> December, 2023 and will end on 21<sup>st</sup> December, 2023. During the entire examination period you are required to abide by examination rules some of which include:

1. Avail yourself at the examination venue 15 minutes before the exams starts.
2. Do not write on the question paper
3. Write your registration number, course codes and course titles on answer booklets.
4. Provide your University Identification Card and a duly signed examination card.
5. No books, bags, notes, rough papers and any other paraphernalia should be brought to examination rooms.
6. Invigilators have authority to confiscate any unauthorized materials and expel any candidate from the examination room who creates disturbance.
7. Do not enter the examination room with a phone(s).
8. Do not leave the examination room when the examination is in progress (without permission).
9. Dress decently during examinations.

You are expected to familiarize yourself with **ADDITIONAL** regulations in the Student Code of Conduct: Rules and Regulations.

Please note that a contravention of these will lead to disciplinary action stipulated in the Student Code of Conduct: Rules and Regulations.

Kindly note that any student involved in exam malpractice will be expected to appear before the disciplinary committee with his/her parent(s). Failure to honour the invitation will lead to the verdict/penalty being passed in his/her absence.

Dr. Jane Amunga

Senior Assistant Registrar (AA)

Cc Ag. Deputy Vice-Chancellor (A&SA)

Deans: SOBE, SCIT, SOSCI, SESS, SOHES

Director Quality Assurance

In-charge Students' Affairs

Chairman KAFUSA

Directorate of ICT

In-charge Security



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