



KAIMOSI FRIENDS UNIVERSITY (KAFU)

Office of Registrar (Academic Affairs)

MEMO

From: Senior Assistant Registrar (AA)

Date: 28th March, 2024

To: ALL STUDENTS

Ref: KAFU/501/SM/012/VOL 3 (28)

SUBJECT: CONDUCT DURING EXAMINATIONS

This is to remind you that end of semester II examinations (2023/2024 Academic Year) commence on 8th April, 2024. During the entire examination period you are required to abide by examination rules some of which include but not limited to.

1. Availing yourself at the examination venues 15 minutes before the exams starts.
2. Not writing on the question papers.
3. Writing your registration number, course codes and course titles on answer booklets.
4. Providing your identification card and a duly signed examination card
5. Not carrying books, bags, notes, rough papers and any other paraphernalia in to examination rooms.
6. Allowing invigilator to confiscate any unauthorized materials and expel you from the examination room if you create disturbance.
7. Not entering the examination room with a phone(s), headphones, earphones etc.
8. Not leaving the examination room when the examination is in progress (without permission).
9. Dressing decently during examinations
10. Not using auto coding software such as Chatgpt during exams.

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 as 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 in his/her absence.

A handwritten signature in black ink, appearing to read 'Jane Amunga'.

Dr. Jane Amunga
Senior Assistant Registrar (AA)



Kaimosi Friends University (KAFU) is ISO 9001:2015 certified

- CC:
- Acting Vice Chancellor
 - Acting Deputy Vice Chancellor (ASA&R)
 - Deans: SOBE, SCIT, SOHES, SOSCI, SESS
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