

GRETSA
UNIVERSITY

OFFICE OF THE REGISTRAR, ACADEMIC AFFAIRS

To: All Students

Date: 5th April 2024

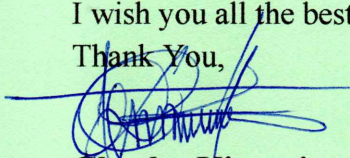
SUBJECT: EXAMINATION RULES AND REGULATIONS

The end of January – April Semester Examinations begin on Monday 15th April 2024 and ends on Friday 19th April 2024. During this period, the following rules and regulations should be adhered to by **ALL** Students in the Examination Rooms.

1. Students are expected to sit for all examinations registered for: failure to sit for an exam without explanation will lead to a retake.
2. All students intending to miss examinations must apply in writing to the relevant deans of schools, attaching relevant evidence. Such application must be done before examinations. Thereafter, no student will sit for an examination without the said approval.
3. All students should only sit for examinations in units for which they are registered.
4. All students are expected to adhere to examination guidelines during the Examinations, especially the following:
 - i. Students must produce duly signed examination card
 - ii. There is no writing on the examination booklet. All answers should be written on the Official booklet only and NOT on the question paper.
 - iii. Students should familiarize themselves with the examinations timetable. Misreading the timetable shall not be a ground for special examinations.
 - iv. Students shall not carry unauthorized materials into the examination rooms? including: Notebooks, bags and any other paraphernalia into the rooms.
 - v. Students are not allowed into the exam rooms with laptops, phones, earphones or any other electronic gadget not part of the exams.
 - vi. Students are not allowed to leave the examinations rooms without permission.
 - vii. Students are not allowed to use auto coding software's eg: Chatgpt
 - viii. Writing on your skin, whether notes, formulas, or any other form of aid, is strictly prohibited.
 - ix. Dressing in a manner that facilitates cheating, such as wearing clothing with hidden pockets, caps that could be used to conceal unauthorized materials, is strictly prohibited.
5. Kindly note that any student involved in examination malpractice will be expected to appear before the student's disciplinary committee with their parents.

I wish you all the best in your forthcoming examinations.

Thank You,


Charles Kimani
Deputy Registrar, Academic Affairs

Copy to: Vice Chancellor – To note on file

Deputy Vice Chancellor, Academic & Student Affairs

Deans of Schools /Chairpersons of Departments

