



KENYATTA UNIVERSITY
OFFICE OF THE REGISTRAR (ACADEMIC)

INTERNAL MEMO

FROM: AG. REGISTRAR (ACADEMIC) **DATE:** 6TH NOVEMBER 2017
TO: ALL STUDENTS **REF:** KU/R/EXAM/6/VOL.XXIII (461)

RE: FIRST SEMESTER 2017/2018 ACADEMIC YEAR EXAMINATIONS

The **First Semester 2017/2018 Academic Year** examinations for Regular and Open Learning programmes and IBP December 2016 Session are scheduled for **Monday, 20th November 2017** to **Friday, 29th December 2017**.

As you embark to sit for these examinations, I wish to remind you on the seriousness of examination cheating.

Examination Irregularity

A student who is involved in any examination irregularity shall be **Suspended** immediately by the Registrar (Academic) upon receipt of an incident report pending appearance before the Students' Disciplinary Committee.

Existing University regulations stipulate the following as constituting examination irregularity:

- a) Passing or receiving relevant verbal, written or electronic communication (relevant to the examination) to or from other candidates or any other source during the examination.
- b) Unauthorized possession of used or unused examination answer booklet(s) outside the examination room or unauthorized possession of used or unused answer booklet(s) inside the room, other than the one inside issued during that particular examination.
- c) Possessing/having any unauthorized written, graphic or recorded material or otherwise, in the examination room.
- d) Copying and or referring to other candidate's answer booklets, or any other source e.g. parts of the body, clothing etc.
- e) Possession of any notes recorded on paper, parts of the body or clothing.
- f) Possession and/or use of Mobile Phone, i-pods, electronic notebook or any unauthorized electronic gadget(s) or source inside the examination room.
- g) Returning examination answer booklets with written answers after the examination.

- h) Plagiarism, i.e. falsely accessing another person's work and appending one's name and signature claiming to be one's own. This includes and is not limited to copying other candidate(s) written, published or unpublished material.
- i) Disrupting the conduct of examinations.
- j) Destroying evidence pertaining to examination irregularity.
- k) Failure to write one's registration number or deliberately writing the wrong registration number on the answer booklet.
- l) Presenting oneself for an examination in a unit in which one is not registered for.
- m) Claiming for marks in a unit one knows he/she did not register for and/or sit for the examination.
- n) Writing on the examination question paper.
- o) Reading from other candidate's answer scripts or question papers.
- p) Permitting any other candidate to read or copy from one's examination scripts.
- q) Impersonation of other candidates or being impersonated during examination.
- r) Deliberate failure or refusal to hand in the examination script at the end of the examination.
- s) Assaulting and/or threatening an invigilator in the course of his/her duty.
- t) Involvement in and/or influencing tampering with examination data.

Please also note that:

- (i) Any student found guilty of examination irregularity by the Students' Disciplinary Committee shall be **Discontinued** from studying at Kenyatta University. I urge you to avoid this malpractice and adhere to the laid down regulations.
- (ii) No student will be allowed to sit for the Examinations **without an examination card bearing the registered units.**

On behalf of the University, let me take this opportunity to wish you all the best in the forthcoming examinations.

Thank you.

DR. ANDANJE MWISUKHA
AG. REGISTRAR (ACADEMIC)

C.c.	Vice-Chancellor	- to note on file
	Deputy Vice-Chancellor (Academic)	- to note on file
	Deans of Schools	
	Chairmen of Departments	
	Directors of Campuses	
	All Notice Boards	

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