



The Presbyterian University of East Africa

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Office of the Registrar (Academics and Students' Affairs)

DECEMBER, 2020

INSTRUCTIONS TO CANDIDATES FOR END-OF-SEMESTER EXAMINATIONS

The following instructions to candidates are hereby submitted for your immediate guidance:

1. **COVID-19 Containment Measures:** All students must adhere to COVID-19 Containment Measures.
2. **Examinations Rules and Regulations:** Candidates are required to familiarize themselves with the University Examinations Rules and Regulations.
3. **Examination Dates and Time:** It is the responsibility for each candidate to ascertain the dates and time of the examinations for which he/she is registered. Candidate(s) who do not take his/her examinations due to miss-reading of the exam timetable shall be liable for penalties for absence from examinations and will have to take supplementary examinations when the course unit will be offered. Candidate whose courses will not be appearing on the exam timetable and for which they have been attending the classes must contact the respective Head of Department (H.o.D) immediately to resolve their registrations issues before the exam(s) begins to avoid inconveniences. Not that late reporting will not be considered.
4. **Examination Clearance Card:** All students are advised to login and download individual Examination Card from the students' portal, print and present the same to the Finance Office for clearance.



5. **Student Identification:** All students must obtain Student Identification cards from the ICT office without which, no one will be allowed to take his/her examination.
6. **Exam Room Opening Time:** The exam room will be opened at least 30 minutes prior to the start of the exam to allow for check-in procedures. No one will be admitted more than thirty (30) minutes after the exam begins.
7. **Electronics:** All electronic devices (including cell phones, smart phones, smart watches etc.) are prohibited in the examination room. All electronic devices must be turned off and kept away during the examinations. In the event that a cell phone is left on and rings during an exam, the exam supervisor will be required to report the incident for disciplinary action.
8. **Calculators:** Only course lecturer-approved calculators may be used in the respective examination.
9. **Lateness:** No additional time will be given to candidates who are appearing late for part of the exam, regardless of the reason for their lateness.
10. **Student's Registration Number:** The Student's Registration Number appearing on the Student Identification card, must be written on every page of exam script. Candidates must write only their Registration Numbers and not their names using permanent ink, distinctly as indicated on the exam script. Candidates shall not write their names anywhere on the answer script.
11. **Unauthorized Papers:** students are not allowed to bring unauthorized papers into the exam room.
12. **Examination Writing Materials:** The only materials allowed to be on the student's desk during examination are: writing instruments, regular watch, exam card and Student Identification card.

