



Tutorial on How to Apply For Special Exams

Step 1: log in to your student portal and click on the Academic Requisition section.

The screenshot shows the PUEA student portal dashboard. The left sidebar contains various navigation options, with 'Academic Requisition' highlighted in a red box. The main content area displays the user's profile information and a list of important documents.

Dashboard Profile Information:

Reg. No	B31/ /2022	Name	K. S.
ID No	A0 /22	Gender	Male
Phone Number	07 /17	Address	0000
Email	K. S. 184 .pm	Date of Birth	1996-10-06

Important Documents Table:

Download	Name	ext	Date Uploaded
	SHORTLISTED CANDIDATES FOR PUSA POSTS.pdf	.pdf	14/10/2022
	GRADUATION FORM 2022.pdf	.pdf	11/10/2022
	STUDENT CLEARANCE FORM 2022.pdf	.pdf	11/10/2022
	APPLICATIONS FOR MEMBERSHIP AS A DELEGATE.pdf	.pdf	11/10/2022
	APPLICATIONS FOR CANDIDATES FOR PUSA POSTS.pdf	.pdf	11/10/2022
	APPOINTEE OF COMMISSIONERS.pdf	.pdf	04/10/2022
	SHORTLISTING, INTERVIEW FOR BOARD COMMISSIONERS.pdf	.pdf	04/10/2022



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Step 2: On the page that opens, Click on “New Requisition”

The screenshot shows a web browser window displaying the PUEA Student Requisition page. The browser's address bar shows the URL `students.puea.ac.ke:1880/Course/StudentRequisitions`. The page has a green header with the PUEA logo on the left and a user profile icon on the right. A dark blue sidebar on the left contains a navigation menu with categories: HOME (Dashboard), ACADEMICS (Programme Change Request, Course Registration, Course Units Audit, Exam Card, Results Slip, Course/Lecturers Evaluation, Academic Requisition), FINANCIALS (Fee Statements, Receipts), WELFARE (Hostel Booking), and SETTINGS (Change Password). The main content area features a 'New Requisition' button with a red double-headed arrow pointing to it. Below the button is a table with the following columns: Code, Date, Requisition Type, Semester, Status, and Action. The table currently displays 'No Records Found'. The footer of the page contains the text '© 2022 PUEA. Designed by DSL Systems'. The Windows taskbar at the bottom shows the search bar, system tray, and the date/time '13:06 17/10/2022'.



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Step 3: On the pop up that appears, Select “Special Exams” from the drop-down menu.

A screenshot of a web browser displaying the PUEA Student Requisition system. The browser address bar shows 'students.puea.ac.ke:1880/Course/StudentRequisitions'. The page has a dark green header with the PUEA logo and a user profile. A dark blue sidebar on the left contains navigation links for HOME, ACADEMICS, FINANCIALS, WELFARE, and SETTINGS. The main content area is titled 'New Requisition' and contains a table with columns 'Code', 'Date', 'Status', and 'Action'. The table is currently empty, showing 'No Records Found'. A white pop-up window titled 'New Requisition' is overlaid on the page, containing a dropdown menu labeled 'Choose the Type of Requisition'. The dropdown menu is open, showing three options: '-Select Requisition Type-', 'Deferment Request', and 'Special Exams'. The 'Special Exams' option is highlighted in blue. A red 'Close' button is located at the bottom right of the pop-up window. The Windows taskbar is visible at the bottom of the screen, showing the search bar, task view, and various application icons. The system tray shows the date and time as 13:08 on 17/10/2022.



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Step 4: On the page that opens, a list of units will appear, Select the units you will take for the Special Exam. Also, give reasons for the Special Exam.

The screenshot displays a web browser window with the URL `students.puea.ac.ke:1880/Course/StudentRequisitions`. The page shows a 'New Requisition' modal form. The form has a dropdown menu for 'Choose the Type of Requisition' set to 'Special Exams'. Below this, it says 'Registered Courses' and 'Select the courses you want special exams'. The 'Cost per Unit' is listed as 'Ksh.'. A table of courses is shown with checkboxes selected for each:

Action	Unit	Description
<input checked="" type="checkbox"/>	COM 110	INTRODUCTION TO PUBLIC RELATIONS
<input checked="" type="checkbox"/>	COM 111	INTRODUCTION TO JOURNALISM
<input checked="" type="checkbox"/>	COM 112	BUSINESS COMMUNICATION
<input checked="" type="checkbox"/>	COM 113	ENGLISH FOR MASS COMMUNICATION
<input checked="" type="checkbox"/>	COM 114	COMMUNICATION ETHICS

Below the table, there is a text area labeled 'Give Reason for the Special exams' containing the text 'I had not cleared the school fees'. At the bottom of the form is a red 'Submit Requisition' button and a 'Close' button.



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Step 5: A Pop-up list appears with a notification Requisition Submitted Successfully. Click “OK”

The screenshot displays the PUEA Student Requisitions portal. A pop-up window in the center of the screen shows a green checkmark icon, the text "Success", and "Requisition Submitted successfully", with an "OK" button below it. The background shows a table of requisitions.

Code	Date	Requisition Type	Semester	Status	Action
REQ-00146	22/10/2022	Special Exams (1 Units)	SEM 3-2022	Pending Approval	No Action

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Step 6: On the page that opens, it shows a line with the special exam requisition. The status shows pending approval from the HOD, you will be able to print the exam card on the Action once the HOD approves the Special Exam.

The screenshot displays the PUEA student portal interface. The browser address bar shows the URL `students.puea.ac.ke:1880/Course/StudentRequisitions`. The page features a green header with the PUEA logo and a user profile icon. A dark blue sidebar on the left contains navigation menus for HOME, ACADEMICS, FINANCIALS, WELFARE, and SETTINGS. The main content area shows a table titled "New Requisition" with the following data:

Code	Date	Requisition Type	Semester	Status	Action
REQ-00146	22/10/2022	Special Exams (1 Units)	SEM 3-2022	Pending Approval	No Action

Two red arrows point to the "Status" and "Action" columns of the table row. The footer of the page indicates "© 2022 PUEA. Designed by DSL Systems". The Windows taskbar at the bottom shows the system date and time as 15:59 on 17/10/2022.



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Step 7: After the HOD approves, you will be able to print the exam card on the Action

The screenshot shows a web browser window displaying the PUEA student portal. The browser's address bar shows the URL: `students.puea.ac.ke:1880/Course/StudentRequisitions`. The page features a green header with the PUEA logo and a user profile icon. A dark blue sidebar on the left contains a navigation menu with categories: HOME, ACADEMICS, FINANCIALS, WELFARE, and SETTINGS. The main content area displays a 'New Requisition' table with the following data:

Code	Date	Requisition Type	Semester	Status	Action
REQ-00146	22/10/2022	Special Exams (1 Units)	SEM 3-2022	Approved	Print Exam Card

An arrow points to the 'Print Exam Card' button in the 'Action' column of the table. The footer of the page reads: © 2022 PUEA. Designed by DSL Systems. The Windows taskbar at the bottom shows the system tray with the date 17/10/2022 and time 16:00.



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Step 8: Print the exam card for the special exam.

The screenshot shows a web browser window displaying the PUEA student portal. A modal window titled "Special Exam Card" is open, showing a sample exam card. The card includes the PUEA logo, the text "THE PRESBYTERIAN UNIVERSITY OF EAST AFRICA (PUEA) SPECIAL EXAMINATION CARD 2022/2023 ACADEMIC YEAR", and the student's details: P33GV12021, Office of the Deputy Vice Chancellor (Academic Affairs), AUTHORIZATION TO SIT UNIVERSITY EXAMINATION, BACHELOR OF ARTS IN JOURNALISM & COMMUNICATION, and #REQ-00146**. Below this is a table with columns: Code, Unit, Semester, Booklet No, and Lecture Signature. The table contains one row: CCM 110, INTRODUCTION TO PUBLIC RELATIONS, SEM 1-2022, and empty cells for Booklet No and Lecture Signature. A "Print Exam Card" button is visible in the background interface.

Code	Unit	Semester	Booklet No	Lecture Signature
CCM 110	INTRODUCTION TO PUBLIC RELATIONS	SEM 1-2022		