



# UNIVERSITY OF NAIROBI

REF: UON/AA/CEC/1/1

January 29, 2024

**TO ALL STUDENTS**

## **ATTENDANCE OF CLASSES**

This is to remind all University of Nairobi students that in accordance with Senate regulations, no student shall be allowed to sit for end of semester/end of year examinations if he/she has not attended a minimum of  $\frac{2}{3}$  of the prescribed contact hours for each course of study.

Students are therefore required to take note of this minimum requirement and ensure compliance if they expect to sit for examinations.

**DR. WANGAI M.M**  
**ACADEMIC REGISTRAR (Ag)**

Copy to: Vice Chancellor  
Deputy Vice Chancellor (AA)  
Deputy Vice-Chancellor(RIE)  
Chief Operations Officer  
Deans of Faculties  
Chairmen of Departments  
All Notice Boards



## UNIVERSITY OF NAIROBI

**ALL STUDENTS**

**January 29, 2024**

### **UNIVERSITY EXAMINATIONS: FEBRUARY 2024**

#### **CHEATING IN EXAMINATIONS**

This is to remind all students that cheating in examinations is a serious offence **punishable by expulsion** of the offender from the University in accordance with Senate's Resolution 1913 and 1914 of 12<sup>th</sup> July 1978. For those involved in writing dissertation papers and theses, you are also informed that **plagiarism is regarded as cheating** in examinations and anyone found guilty will be expelled from the University.

It will, therefore, be appreciated if **ALL** students ensure that they do not carry any unauthorized materials into the face to face examination rooms including mobile phones or any other electronic devices. **Please note that electronic devices will be permitted under supervision for online examinations only.**

Students are also reminded that it is a serious examination offence to remove answer booklets, whether used or unused, from the examination rooms.

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# UNIVERSITY OF NAIROBI

## UNIVERSITY EXAMINATIONS

January 29, 2024

### INSTRUCTIONS TO CANDIDATES

1. Candidates must acquaint themselves with the seating plan before entering the examination room. The seating plan will be displayed outside the examination room at least one hour before the examination starts.
2. Candidates will be admitted to the examination room five minutes before the examination starts. The question papers will be placed upside down on the desks before they enter the examination room. Candidates must not turn over the question papers until the chief invigilator announces so.
3. During the five minutes, the chief invigilator will make the following announcements relating to the examinations:-
  - i. Announce that any unauthorized materials should be handed over to the Chief Invigilator before the candidates take their seats.
  - ii. Candidates should ensure that they write their registration numbers, title and course code for each paper on the answer books, including the continuation sheets.
  - iii. Candidates should acquaint themselves with the instructions on the front page of the answer book and fill the required details as indicated.
  - iv. Draw attention of candidates to the rubrics on the question papers, including the time allowed for answering the paper.
  - v. On turning over the question papers, candidates should ensure that they are in possession of the correct question paper.
  - vi. On turning over the question papers, candidates should check and ensure that they have all the pages comprising the question paper.

- vii. Announce when the candidates should start writing.
  - viii. Draw the attention of candidates to the seriousness of cheating in the examination. In this context, cheating includes trying to copy or making references to unauthorized material in the examination room, glancing at other candidates answers with a view to copying their answers, communicating with other candidates either verbally or through other means while writing the examinations, or use of mobile phones and other electronic devices to answer questions etc.
4. Candidates without examination cards authorizing them to sit for examinations in the registered courses will not be allowed to take for the examinations. Each candidate is therefore required to download (from the students' portal) and carry with him/her to the examination room, his/her examination card for each paper he/she is taking.
  5. To avoid being accused of cheating in the examinations nothing should be scribbled on the examination cards.
  6. To assist the Invigilators in taking the roll for those present and absent from the examinations, the examination cards should be conspicuously placed on the desks.
  7. No books, bags, notes, rough papers, mobile phones or other electronic devices and any other paraphernalia should be taken by candidates to the face to face examination rooms. Candidates are not allowed to bring their log tables in the examination rooms instead they will be provided with official log tables in the examination rooms.
  8. **Please note that electronic devices will be permitted under supervision for online examinations.**
  9. Invigilators shall have the power to confiscate any unauthorized materials or aid brought to the examination room, and to expel from the examination room, any candidate who creates disturbance in the examination room. The Invigilators shall report to the examinations officer, any case of a candidate suspected of giving or obtaining unauthorized assistance, or of attempting to do so and the examinations officer shall have the power to take any further steps he/she may consider necessary including reporting the matter to the Vice- Chancellor.
  10. No candidate will be permitted to enter the examination room after the lapse of thirty minutes from the commencement of the examination. Similarly, no candidate will be permitted to leave the examination room until thirty minutes will have expired from the start of the examinations.

- 11.No candidate will be permitted to leave the examination, except in a case of emergency.
- 12.At the end of the examination, and on instructions from the Chief Invigilator, candidates must stop writing and assemble their scripts. The scripts should be left on the desks, unless instructed otherwise.
- 13.Smoking is not allowed in the examination room.



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## UNIVERSITY OF NAIROBI

ALL STUDENTS

January 29, 2024

### UNIVERSITY EXAMINATIONS: FEBRUARY 2024

### REPORTING PROBLEMS BEFORE EXAMINATIONS

Over the years, the University Senate has been getting special requests from students who for one reason or another, did not do well in their examinations, and who wish to be given special consideration. Sometimes, this is well after the examination period is over. These problems include:

- (a) Sickness of various types
- (b) Absence from the University due to personal problems: funerals, finances, police cases, land cases etc;
- (c) Negligence by the student
- (d) Problems with various members of staff-in class or outside (e) Problems related to connectivity

Senate has made it **ABUNDANTLY CLEAR THAT IT WILL NOT ENTERTAIN CASES WHICH ARE REPORTED AFTER THE EXAMINATIONS ARE OVER.** The appropriate time to report is **BEFORE** the examinations and not after.

You are, therefore, reminded that if there is **ANY** problem which is likely to interfere with your academic programme, it is **YOUR** responsibility to inform the Dean or the Chairman of your Department in good time of such a problem. If it is a medical problem of whatsoever nature, the appropriate person to report to the Director, University of Nairobi Health Services, who will then inform the Dean's Office accordingly.

Certificates or other documents from your private doctors are **NOT** acceptable.

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TO ALL STUDENTS

January 29, 2024

### UNIVERSITY ONLINE EXAMINATIONS FEBRUARY 2024

#### **USE OF ELECTRONIC GADGETS AND ELECTRICITY AND OR INTERNET DISRUPTIONS:**

As you are aware the University of Nairobi Senate approved that the Faculties conduct online teaching and online examinations.

You are therefore advised to make arrangements in line with the “Bring your own Gadget Policy” to acquire a computer/laptop or appropriate gadget which will enable you to undertake online examinations.

During the online examinations, in the most unlikely event that you experience electricity outage or internet disconnection, you are advised to report to the Chairman of Department or the relevant Dean of your Faculty immediately using your University email for appropriate action/advice.

It should be noted that only the cases outlined above and reported within the set timelines will be investigated and for appropriate consideration.

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