

GUIDELINES FOR THE EXAMINATION CANDIDATE

BEFORE THE EXAM

All candidates are expected to clear with the student finance office and have their examination card stamped before appearing in the examination venue.

Candidates sitting for special/supplementary examinations must show proof of authorization allowing them to sit for the exam from the Chair of Department of their respective School.

Fifteen minutes before the scheduled examination start, the invigilator(s) will usher in the candidates.

Candidates who turn up late shall not be admitted into the examination room after the first 30 minutes of the examination period. The chief invigilator shall inform such students to seek redress from the respective Chair of the Department.

DURING THE EXAM

Each candidate should sign the examination attendance list.

If a candidate becomes sick during the examination, he or she should be taken to the university clinic or hospital or advice be sought from the Dean of Students, and his or her examination deferred. The candidate should be advised to apply for a special examination later.

If a candidate causes a disturbance during an examination, he/she should be made to withdraw from the venue. If necessary, the assistance of the security officer should be sought. Retain the material used and make the student sign.

Candidates shall be warned and sensitized on the following among other examination rules & regulations:

a) Candidates should

1. Comply with university examination rules and regulations and follow instructions of the invigilator at all times
2. Keep personal belongings out-of-reach and at designated luggage areas or as instructed by the invigilator. Mobile phones should be in the bag, switched off.
3. Observe time for examinations
4. Avail student ID and duly stamped Exam ID during examinations
5. Maintain silence in the examination room and uphold integrity

6. Sign the exam attendance register

b) Candidates should not

1. Be found in possession of any authorized materials whether in electronic or hardcopy format during examinations e.g. 'mwakenya', writings on the body, calculators.
2. Be found in possession of smart gadgets e.g. mobile phones, smart watches, smart pens etc., during examinations
3. Communicate with other candidate(s) during examinations
4. Circulate any unauthorized material(s) during examinations
5. Leave the exam room with the answer booklet or fail to hand-in the answer booklet
6. Write on the question paper –as a form of rough work
7. Copy from other candidate's work
8. Impersonate a candidate or hire individuals to sit the exam on behalf of a student
9. Disrupt exams, creating unwanted attention
10. Sit for examination in a unit that is not duly registered and paid for
11. Move out of the examination room before the end of examination unless permitted by the invigilator
12. Forge examination card or possess another candidate's examination card
13. Threaten or attempt to assault an invigilator(s) or any staff of the university
14. No candidate shall be allowed to wear caps and hoods during the examination.

AFTER THE EXAM

At the end of the exam, the candidate shall:

1. Check that they have filled in all the information requested on the front of the answer booklets.
2. Check that they have fastened their work securely together whenever they use more than one booklet.
3. Remain seated until all answer booklets are collected and permission to leave is granted by the invigilator. The chief invigilator should verify that all scripts are collected.