



Sustainable transformation through innovation

REGISTRAR'S OFFICE

MEMO

From : Registrar's Office
To : All Students
Re : End of Semester Examinations' Guidelines
Date : 5th December, 2023

Please note the guidelines under which the end of semester exams will be conducted.

1. All distance learners will write their exams online. Exam question papers will be uploaded on the university portal and accessed in the same manner assignments are accessed.
2. You will be able to access the question papers at 09AM. Each course's exam paper will be accessed on the scheduled day.
3. The exam answer scripts shall be typed.
4. The exam answer scripts will be submitted at 18:00 (6:00PM) on the day the exam is written. Note that the system will automatically shut at 18:00hours (6PM) and no submissions will be possible thereafter.
5. All distance learning students writing their exams are advised to ensure they have prepared themselves adequately with reliable internet to enable them submit the exams' answer scripts without difficulty.
6. Only students without outstanding fees' balance will be eligible to write the exams as the students' portals will not be accessible to students with arrears for the semester.

Thank you.

REGISTRAR