



MACHAKOS UNIVERSITY
OFFICE OF THE DEPUTY VICE-CHANCELLOR
(ACADEMIC AND STUDENT AFFAIRS)

FROM: DEPUTY VICE-CHANCELLOR (ASA)

REF: MksU/ASA/5/12/

TO: ALL STUDENTS

DATE: 6TH NOVEMBER, 2020

SUBJECT: ADHERENCE TO EXAMINATION RULES AND REGULATIONS

I write to remind all students that examinations are taken seriously in Machakos University. Thus, examination cheating or any form of examination irregularity is not tolerated. Note the following:

1. That you need to leave your phones, electronic gadgets, bags, books and any unauthorised materials outside the examination room.
2. You are not allowed to write on the question paper because this has been found to be a source of cheating for some students.
3. That sitting an examination without payment of fees is considered as an examination irregularity.
4. That as stated in Statute on examination No. XXXXI the penalty for cheating in an examination is immediate Suspension followed by disciplinary and then Expulsion if found guilty.

On behalf of the Management and all staff, I wish you success in your examinations.


PROF. JOYCE J. AGALO, Ph.D.
DEPUTY VICE-CHANCELLOR-ACADEMIC & STUDENT AFFAIRS



Copy to: Vice-Chancellor
Deputy Vice-Chancellor (AF)
Deputy Vice-Chancellor (RIL)
Registrar (ASA)
Deans of Schools
Chairmen of Departments
Head, Examination
Director, Quality Assurance
Director, PC and QMS

JJA/knk





MACHAKOS UNIVERSITY
OFFICE OF THE DEPUTY VICE-CHANCELLOR
(ACADEMIC AND STUDENT AFFAIRS)

FROM: DEPUTY VICE-CHANCELLOR (ASA)

REF: MksU/ASA/5/12/

TO: DEANS, CODS & LECTURERS

DATE: 6TH NOVEMBER 2020

SUBJECT: INVIGILATION OF EXAMINATIONS

You are all aware that January-April 2020 semester exams for 3rd year non-engineering, 4th year engineering and all internal diploma students will start on 9th to 19th November 2020. I would like to remind you to follow all the examination procedures and policy guidelines as provided and in particular take note of the following:-

- a) CODs are the Chief Examiners and Chief Invigilators in the Department and are supposed to be on campus every day during examination period and ensure examinations for their respective departments are picked and administered on time. In the event that any invigilator does not turn up, this should be reported to the undersigned and necessary arrangements made so that the examinations will run smoothly.
- b) Before start of every paper, invigilators should remind the students what constitutes an examination irregularity and in particular remind the students to leave their phones, electronic gadgets, bags and any unauthorized material outside.
- c) Additionally, I request that Examination Coordinators and Deans of Schools avail themselves to support the examination invigilation.
- d) Each examination should be invigilated by at least two (2) invigilators per room up to 50 students, thereafter at least one (1) invigilator for the additional 50 students.
- e) All lecturers should be available to pick and invigilate their own examinations without fail. This applies to those staff who are on leave or studying that they should make arrangements and communicate the same in writing to their Chairman of Department.
- f) All part-time lecturers are supposed to proof read and invigilate their own examinations with assistance from the department as per the contract signed.



- g) Before commencement of the examination, all candidates should clear from the room and only those with valid examination cards and student ID cards are allowed to enter the examination room and allocated seats randomly.
- h) Before any candidate signs the attendance list, ensure that the names on the examination card, student ID card or National ID tally.
- i) Before the invigilator distributes the examination papers to the candidates he/she should ensure that it is the correct paper that the students are expected to sit for.
- j) All incidences regarding examination irregularities should be reported to the Registrar (Academic & Student Affairs) immediately.

I wish you success in this examination coordination.


PROF. JOYCE J. AGALO, Ph.D.

DEPUTY VICE-CHANCELLOR-ACADEMIC & STUDENT AFFAIRS



- Copy to:
- Vice-Chancellor
 - Deputy Vice-Chancellor (APF)
 - Deputy Vice-Chancellor (RIL)
 - Registrar (ASA)
 - Head, Examination
 - Examination Coordinators
 - Director, Quality Assurance
 - Director, PC and QMS

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