



# MACHAKOS UNIVERSITY

## OFFICE OF THE REGISTRAR (ACADEMIC AND STUDENT AFFAIRS) (EXAMINATION DEPARTMENT)

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### EXAMINATION DEPT.

#### Frequently Asked Questions (FAQs) on Examination

**Q: How do I register for units each semester?**

**A:** *Use the student portal within the registration period to select your units and pay required fees. Confirm your registration and report any errors to your Departmental Examination Coordinator immediately.*

**Q: What documents do I need to sit for an exam?**

**A:** *A valid Student ID and an Examination Card are mandatory for every examination session.*

**Q: What should I do if I lose my Examination Card before exams?**

**A:** *Log in to your student Portal and regenerate another exam card, print and present to the Department for authentication.*

**Q: What should I do if I lose my Student ID before exams?**

**A:** *Report to the Student's Registry (and Security, if required) and apply for a replacement. You may be issued a temporary identification letter for exams until the replacement is ready.*

**Q: What is the minimum class attendance required?**

**A:** *You must attend at least 75% of classes for a unit to qualify for the exam.*

**Q: When are exam timetables released?**

**A:** *Exam timetables are published at least 4 weeks before exams on the student portal.*

**Q: What happens if my timetable has a clash?**

**A:** *Report immediately to your Departmental Timetabling and Examination Coordinator to resolve it early.*

**Q: If I fail to pay semester fees on time, can I still sit for exams?**

**A:** *No. Only students who have cleared all required fees are eligible.*



**Q: How early should I arrive for an exam?**

**A:** *At least 30 minutes before the exam starts. Rooms are set one hour before the scheduled time for examination.*

**Q: I missed a CAT — can I still pass?**

**A:** *No. CATs are compulsory. Missing one results in an automatic fail for that unit.*

**Q: What makes me eligible to sit exams in general?**

**A:** *You must (1) register for the unit, (2) clear fees, (3) attend at least 75% of classes, (4) complete coursework/assessments, and (5) present a valid Student ID and Examination Card.*

**Q: Can I use my phone as a calculator in an exam?**

**A:** *No. Phones and unauthorized devices are prohibited. Only non-programmable calculators are allowed.*

**Q: What happens if I forget my Examination Card on the exam day?**

**A:** *Both Student ID and Examination Card are required. If forgotten, report immediately to the invigilator or Examination Office. Admission without one may be refused.*

**Q: What happens if I'm caught with unauthorized material during an exam?**

**A:** *It is an irregularity. Penalties range from warnings to nullification, suspension or discontinuation.*

**Q: Can I write on the question paper?**

**A:** *No. Writing on the question paper is prohibited and considered an irregularity.*

**Q: What happens if I refuse to hand over evidence of cheating?**

**A:** *Refusal is treated as an aggravating irregularity and may lead to severe penalties, including discontinuation.*

**Q: How is exam invigilation managed?**

**A:** *Invigilators check IDs and cards, enforce seating arrangements, collect attendance signatures, and ensure rules are followed throughout the session.*

**Q: What happens if I don't submit my answer script?**

**A:** *Failure to submit your script is an irregularity and will be treated as cheating.*

**Q: How do I know my results are ready?**

**A:** *Results are uploaded to your student portal after approval by Senate.*

**Q: How do I query or appeal my grade?**

**A:** *Apply for remarking within one month of results release. Pay the fee and submit via your Chair of Department and Dean of School to the DVC–Academic & Student Affairs.*

**Q: How is remarking done?**

*A: Remarking is carried out by an independent examiner using the course outline, question paper, and marking scheme. The remarked script is submitted to the Dean of School, who, together with the Chair of Department/Departmental Examination Coordinator, verifies it and forwards a report to the DVC–Academic & Student Affairs within one week.*

**Q: How are exams graded?**

*A: Marks are out of 100% and converted to letter grades. Pass marks are 40% for undergraduates and 50% for postgraduates.*

**Q: Can I progress to the next year with failed units?**

*A: No. You must pass all mandatory units to progress.*

**Q: I failed a unit — what's next?**

*A: You will sit a Supplementary Exam (fee applies). Maximum grade = 40% (D). If you fail, you may repeat the unit once. If you fail again at the supplementary of a repeated unit, you may be discontinued.*

**Q: What is the maximum grade I can earn in a supplementary exam?**

*A: 40% (D), regardless of performance.*

**Q: How are results approved before release?**

*A: All results are marked by lecturers, moderated, and approved by Senate before posting.*

**Q: I was sick on exam day — what should I do?**

*A: Apply for a Special Exam through your Chairperson of Department/Dean, attaching medical or other evidence. Approval is by the Registrar (Academic and Student Affairs).*

**Q: Who is eligible for Special Exams?**

*A: Students who missed a regular exam for serious, verifiable, and Registrar (ASA)-approved reasons (e.g., illness, bereavement) and who completed coursework.*

**Q: What happens if I'm found guilty of an irregularity?**

*A: The Student Disciplinary Committee (SDC) investigates and makes recommendations. The final decision is made by Senate, which may impose penalties such as warnings, nullification, suspension, or discontinuation.*

**Q: Who can I approach for clarification on exam rules?**

*A: Your Class Representative, Lecturer, Departmental Examination Coordinator, Chair of Department, Dean or the Registrar – Academic and Student Affairs office.*