



MASENO UNIVERSITY

OFFICE OF THE REGISTRAR, ACADEMIC AND STUDENT AFFAIRS

RE: REMINDER ON RULES AND REGULATIONS FOR EXAMINATIONS

NOTICE TO ALL STUDENTS

4th October, 2020

Examinations will begin on 5th October 2020 for online examinations and on 7th October 2020 for face to face examinations.

This is to notify you as follows:

1. For Year 4, Diploma and Certificate students taking face to face examinations, the student ID and the National ID must be presented for identification purposes.
2. For Common IT examinations, each student must sit in the designated room according the schedule released by the School of Computing and Informatics.
3. For Years 1, 2 and 3 taking online examinations, the instructions below shall apply:

The Maseno University Rules and regulations on face-to-face examinations shall apply for online examinations in addition to the following:

A. Examination room requirements for the candidates:

- i. A room with no movements of people.
- ii. a quiet room away from both internal and external sources of noise.
- iii. A clean and uncluttered room.
- iv. A well-lit room.
- v. A room with a clean table with only the computer/laptop on it.
- vi. A room without any written materials in the form of books/magazines or wall decorations.

B. Examination material requirements

- i. A reliable computer/laptop with a reliable web camera and a reliable audio device.
- ii. A reliable internet connectivity.
- iii. A reliable power source.

C. Exam etiquette requirements

- i. No eating during examination session
- ii. No receiving calls and/or messages
- iii. No making calls and/or texting messages
- iv. Student should dress and groom appropriately in line with Maseno University dress code guide.

Be advised that disciplinary action will be taken on any student that breaches the above rules.

Susan Rabare

FOR: REGISTRAR, ACADEMIC AND STUDENTS AFFAIR