POLICY GUIDELINES, RULES AND REGULATIONS GOVERNING ADMISSION AND EXAMINATION OF CERTIFICATE AND DIPLOMA PROGRAMS

Version: 1.0

Short description: Policy Guidelines, Rules and Regulations Governing Admission and Examination of Certificate and Diploma Programs

Relevant to: Council, Senate, University Management Board, Academic Staff, Certificate and Diploma Students.

Approved by: University Council

Responsible officer: Deputy Principal Academic & Students' Affairs

Responsible office: Office of the Deputy Principal Academic & Students' Affairs)

Date introduced:

Related University documents: University Charter, Statutes, relevant policies

Related legislation: Universities Act, 2012

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September, 2026

APPROVAL

The Kerio Valley University College having been awarded its Charter on 18th June 2026 set itself on a growth path guided by its vision of "To be a university of excellence in knowledge generation, innovation and environmental sustainability for socio-economic transformation". At its foundation, the University is being guided by the University of Eldoret 2024 to 2029 strategic plan.

The University has now embarked on the process of developing its policies, rules and regulations which will guide decisions of the different organs of the University in order to achieve rational outcomes geared towards the growth of the University. These Policy Guidelines, Rules and Regulations Governing Admission and Examination of Certificate and Diploma Programs are just one set of such rules.

My special thanks go to all those who put in their time, effort and skills to develop this Policy.

By virtue of the authority vested in me as the Chairman of Council of the Kerio Valley University College, I hereby sign this Students' Counselling Policy.

CHAIRMAN OF COUNCIL

Preliminaries

The Kerio Valley University College is one of the public universities in Kenya. Upon the award of Charter by the President on 18th June 2026, the University College was renamed Kerio Valley University College. The University programs are largely Education-based, Business Commerce and Tourism. The university's core activities are teaching, research, consultancy and outreach.

Vision

To be a university of excellence in knowledge generation, innovation and environmental sustainability for socio-economic transformation.

Mission

To provide quality education, training and research in Education, Science, Agriculture, Arts and Technology and inculcate holistic values for societal development.

Core Values

The university college’s core values are:

a) Customer focus

b) Professionalism

c) Innovation

d) Integrity

e) Inclusiveness

f) Accountability

1.0 PREAMBLE

1.1 These Guidelines, Rules and Regulations shall apply to both Certificate and Diploma Programs as deemed appropriate.

1.2 Any variation to these guidelines, rules and regulations shall be specified by College, School, Department or any unit of the University for approval by Senate and Council.

2.0 ACT AND STATUTES

2.1 All matters academic shall be supervised by the Registrar Academic under the general direction of the Deputy Principal (Academic and Students' Affairs) and Senate subject to University Act and Statutes.

2.2 These guidelines, rules and regulations shall be read together with all other policy documents relating to admission of students into academic programs and examinations.

2.3 The Senate shall have the overall authority in all matters concerning and affecting examinations as per Statute XL which include the setting, moderation, conduct and marking of examinations as well as the declaration of examination results.

3.0 OBJECTIVES FOR CERTIFICATE AND DIPLOMA PROGRAMS

3.1 To create a pool of candidates eligible for admission into diploma and undergraduate programs, respectively.

3.2 To provide basic skills and knowledge.

4.0 SPECIFIC OBJECTIVES

4.1 To harmonize the rules, regulations and examinations across schools, institutions, campus, colleges and collaborating institutions in order to maintain quality in the management and conduct of admission, examinations and certification.

4.2 To come up with an instrument of quality assurance in order to promote equity, social, justice, honesty and accountability in the conduct of admission and examinations.

5.0 DEFINITIONS OF TERMS

5.1 Certificate/Diploma Examinations: Assessments or evaluations that measure and determine whether or not a candidate shall proceed to the following semester/term of study or qualifies for award of Certificate or Diploma.

5.2 Special Examinations: Are examinations which, after approval by Senate, are administered to candidates who did not sit regular examinations for specified reasons acceptable to Senate

5.3 Supplementary Examinations: Are examinations which, after approval by Senate, are administered to candidates who have failed up to three (25%) of the courses

5.4 Continuous Assessment Test (CAT): Is any form of evaluation, such as tests, practical work, projects and assignments, during a term/semester and count towards final examinations.

5.5 Semester: Is a period of study of normally not less than 16 weeks or such a period as may be determined by Senate for any academic year.

5.6 Term: A period of study normally not less than 13 weeks or such a period as may be determined by Senate for any semester/term.

5.7 A Unit of Study: Is a one-hour lecture per week per semester/term or two hours of tutorials/seminars per week per semester/term or three hours of practical per week per term.

5.8 Semester/ Term Load: Is the number of units that may be taken by a student in a semester and is normally between 15 and 18 units, unless otherwise approved by Senate.

5.9 Prescribed Courses: Are courses which may be designated and specified in a given curriculum as approved by Senate.

5.10 Required Course: Is a course which is supportive of or beneficial to a discipline.

5.11 Elective Course: Is a course which a student may choose, according to interest, subject to approval by the relevant department, and shall be taken into account for the purpose of Certificate/Diploma Classification.

5.12 Repeating a Course internally: Applies to those candidates who are allowed to proceed to the next semester/term of study having failed one or two supplementary examinations.

5.13 Repeating a course externally: Applies to those candidates who having repeated courses internally fail again in the same courses, such a candidate will be required to repeat examinations at the next sitting without attending classes.

5.14 Discontinue to show cause: Is to show why one should not be de-registered from the program.

5.15 Diploma Board of Examiners: A committee formed to and process diploma examination and process results.

5.16 Bonafide student: Is a student pursuing certificate or diploma of the University, who is registered and signed a nominal roll and paid fees for the current semester/term.

5.17 Chief Internal Examiner: Shall be the Head of Department and Dean of the School who shall chair Certificate/Diploma Board of Examiners at Departmental and School levels, respectively.

5.18 Internal Examiner: shall be a member of the academic staff, who has taught and set examinations for the course to be examined with the exception of collaborating institutions.

5.19 Certificate/Diploma: A document that certifies that a person has a qualification or has passed a test or a series of tests at a specified level of education.

5.20 Module: Are units that can form part of a course of study.

5.21 Nominal roll: A form that a student signs after registering for courses and paying of fees at the start of each semester/term.

5.22 An Academic Year: Shall normally consist of three (3) Semesters/Terms.

5.23 A Leakage: Is any act, which results in a candidate, or a person having an unauthorized access to, or knowledge of examination material before the scheduled date and time of the examination.

5.24 NITA: means the National Industrial and Training Authority

6.0 ADMISSIONS INTO CERTIFICATE AND DIPLOMA PROGRAMS

Admission requirements for Certificate and Diploma Programs shall in accordance with Statute XXXVIII of the University Statutes, 2013

6.1 Admission Requirements

6.1.1 Diploma

The criteria for admission into a diploma program of Kerio Valley University College shall be any of the following:

6.1.1.1 Pass with minimum aggregate grade of C at KCSE or equivalent

6.1.1.2 Score in an examination recognized by the University Senate. (Minimum qualification of C- for Diploma in Education and C+ in teaching subjects)

6.1.1.3 O- level certificate with minimum grade of Division III or equivalent plus evidence of relevant academic or professional training.

6.1.1.4 A-level qualification with a minimum of 1 principal pass or 3 subsidiaries with at least D+ in KCSE or equivalent.

6.1.1.5 A certificate from a recognized/ accredited post-secondary institution after a full cycle of secondary education.

6.1.1.6 Any other qualification that may be defined by Senate from time to time.

6.1.2 Certificate

The criteria for admission into a Certificate program of Kerio Valley University College shall be any of the following:

6.1.2.1 Pass with minimum aggregate grade of (D+) at KCSE or its equivalent.

6.1.2.2 O- level certificate with minimum grade of Division IV or its equivalent plus evidence of relevant academic or professional training.

6.1.2.3 Any other qualification that may be defined by Senate from time to time.

6.2 Specific Requirements

In addition to the minimum entry requirements, schools may set specific criteria for admission to their programs, where applicable.

6.3 Program Duration

6.3.1 The Diploma shall normally run for (2) two years or any other duration as may be approved by Senate from time to time depending on qualification and desired program.

6.3.2 The certificate program shall normally run for a minimum of two (2) semesters.

Summary of Program Duration and Entry Point to Next Level

6.4 Mode of Teaching

The mode of teaching shall consist of lectures, tutorials, presentations, seminars, fieldwork, attachments, practicum, projects, open and distance learning and laboratory work or any of these combinations.

6.5 Registration for Courses and Payment of Fees

6.5.1 Registration for courses shall be done upon signing of the nominal roll before the end of the 20% rule in the office of the Dean/Director or Principal of Collaborating Institution.

6.5.2 A student shall be required to register for such number of courses that give a unit total of between 15 units and maximum of 18 units per semester/term.

6.5.3 The class registers are finalized within four weeks after the start of the semester/term by the Dean/Principal, collaborating institutions and forwarded to the Registrar, Academic/Finance Officer.

6.5.4 A set of registers for each program is forwarded to the Head of the Department.

6.5.5 Registration of courses for continuing students shall be done at the end of each term/ semester proceeding the term/semester for which the courses shall be taken.

6.6 Attachment/Insurance Cover

6.6.1 That each School shall arrange for insurance cover for students in the programs that have an attachment component.

6.6.2 Each student shall pay in advance to the university the equivalent amount required for the insurance cover.

6.6.3 Each student shall register with NITA

6.7 Payment of Tuition and Related Charges

6.7.1 Subject to such minimum charges as the university may prescribe, tuition and related fees shall be payable in advance through the university's prescribed bank accounts.

6.7.2 The amount of fees per program by the Kenyan/ East African and non-East African students shall be reviewed by Senate from time to time with approval by Council.

6.7.3 A student who fails to register for courses at the prescribed time, not exceeding the 20% rule period, shall have a penalty imposed on him/her in form of a fine charged at the rate of 1% tuition fees or any other rate as may be approved by Senate.

7.0 CERTIFICATE/DIPLOMA EXAMINATION PROCESS

The Certificate and Diploma examinations process shall be handled in accordance with Statute XL of the University Statutes, 2013.

7.1 A School shall constitute a Board of Examiners for purposes of Quality Assurance as follows: Dean (Chairman), Heads of Departments, Program Co-ordinator and the Time Table/Examination Co-ordinator and Internal Examiners.

7.2 The entire examination process presupposes responsibility, integrity and confidentiality on the part of all personnel involved. It starts with the drafting of question papers prepared by internal examiners and terminates with the publication of results approved by Senate.

7.3 The examinations shall be conducted by means of any one or combination of the following; written, oral and practical examinations.

University of Eldoret Examinations in collaborating institutions shall be set, invigilated, marked and moderated and released by the relevant schools.

7.4 Setting and Moderation

7.4.1 Setting of exams shall be done by internal examiners (lecturer) and moderation of examinations shall be carried out by the Certificate and Diploma Board of Examiners, which will consist of the Dean of School, Head of Department, Examination Coordinator and Time Table Coordinator, coordinated by Collaborations Coordinator for the School.

7.4.2 Setting and typing must be done by the course lecturer.

7.4.3 The Principal Internal Examiner (HOD)/School Collaborations Coordinator shall submit the moderated papers to designated Examination Processing Center for further processing and safe custody five weeks before the start of the examination.

7.4.4 The Dean of School, being Chief Internal Examiner, shall ensure that the above process is strictly adhered to.

7.4.5 Members of staff who are University of Eldoret students or students of any of the collaborating institutions are prohibited from handling examinations relevant to their program of study.

7.4.6 All copies of draft examination papers except the moderated ones must be destroyed by shredding.

7.4.7 All examinations dispatched from the Examination Centre to other Campuses or Collaborating Institutions must be accompanied by an authorized officer who will hand over to an authorized officer at the receiving campus/ institution.

7.4.8 Those that are sent to Collaborating Institutions must be picked by respective Coordinators or sent via any reliable currier services.

7.4.9 Adequate security must be provided during transportation, storage and administration of examinations.

7.5 Types of Examinations

7.5.1 Continuous Assessment Tests (CATs)

7.5.1.1 There shall be a minimum of two Continuous Assessment Tests per course per semester/term.

7.5.1.2 The scheduling and administration of Continuous Assessment Tests shall normally be spaced as follows:

7.5.1.2.1 1st CAT - 3rd to 5th week of the Term/Semester

7.5.1.2.2 2nd CAT - 7th to 9th week of Term/Semester

7.5.1.3 The results of the Continuous Assessment Tests shall normally be given to students and submitted to the Heads of Department as follows:

7.5.1.3.1 1st CAT by 7th Week of the Term/Semester

7.5.1.3.2 2nd CAT by 11th Week of the Term/Semester

7.5.1.4 The Head of Department shall ensure that Continuous Assessment Tests are set and administered and records of CAT's, sample assignments and question papers kept.

7.5.1.5 Continuous Assessment Tests shall normally constitute 20% and end of semester/term examination, 80% respectively, unless approved by Senate.

7.5.1.6 A candidate must have attempted the required number of Continuous Assessment Tests on a given course to be eligible to sit for examination in that course.

7.5.1.7 The records of Continuous Assessment Tests shall normally be made available to the External Examiner.

7.5.2 Regular Examinations

7.5.2.1 The lecturer(s) responsible for a course, shall set questions for both the regular and supplementary/special examinations and prepare marking schemes,

within the first four (4) weeks of semester/term, or otherwise as approved by Senate.

7.5.2.2 For Kerio Valley University College Courses, Departmental Board of Examiners shall moderate papers internally before sending them to External Examiners.

7.5.2.3 A copy of the question paper(s), detailed marking scheme(s), course outline and any other relevant information shall be sent to External Examiners to facilitate moderation exercise.

7.5.2.4 The Heads of Departments/Collaborating Coordinators shall ensure that comments from External Examiners are discussed and incorporated into the question paper by Internal Examiners.

7.5.2.5 Moderated and typed examination question papers shall be sent to the Registrar, Academic for reproduction and safe keeping five (5) weeks before the start of the regular examinations.

7.5.2.6 The Examination Centre shall reproduce, collate, staple, pack, issue and dispatch examination papers.

7.5.2.7 The Examination Centre shall be manned by authorized and vetted personnel who shall be required to take an oath of secrecy.

7.5.2.8 Internal Examiners shall produce identification document when collecting examination materials.

7.5.2.9 A candidate is expected to pass all examination papers taken.

7.5.2.10 A candidate, who fails up to 25% of prescribed course units of the semester, shall be required to sit supplementary examinations.

7.5.2.11 A candidate who fails in more than 25% up-to and including 50% of prescribed course units of the semester, shall repeat the semester / term.

7.5.2.12 A candidate, who fails in more than 50% of prescribed course units of the semester, shall be discontinued.

7.5.3 Supplementary Examinations

7.5.3.1 A candidate who fails in three or less courses in a Semester/Term shall be required to sit for supplementary in the failed course(s).

7.5.3.2 A candidate required to sit supplementary examinations shall pay an examination fee as determined by the University from time to time.

7.5.3.3 Supplementary examinations shall normally be held once in any one semester/term unless otherwise approved by Senate.

7.5.3.4 Continuous assessment test mark shall NOT count towards supplementary examinations.

7.5.3.5 The final mark for a pass in a supplementary examination shall be 35% or as otherwise approved by Senate.

7.5.3.6 A candidate who fails a supplementary examination in a course may be allowed to proceed to the following semester/term, repeat the course internally and graded as in a regular examination.

7.5.3.7 If a candidate fails the same courses in the subsequent semester/term, the candidate shall repeat the course externally and graded as in 7.5.3.6.

7.5.3.8 A candidate who fails again after repeating the course externally shall be discontinued.

7.5.3.9 A candidate who fails supplementary examinations in the final semester/term of study shall be allowed to sit for repeat supplementary examination(s) in the courses affected in the subsequent semester/term.

7.5.3.10 A candidate who subsequently fails after sitting for a supplementary examination in a course a second time shall be discontinued.

7.5.3.11 There will be no credit transfer into certificate/diploma programs.

7.5.4 Special Examinations

7.5.4.1 Special examinations shall normally be held once in any one semester/term unless otherwise approved by Senate.

7.5.4.2 Special examinations shall be administered only to candidates who fail to sit the regular examinations under the following circumstances:

7.5.4.2.1 Medical reasons as certified by a Kerio Valley University College Medical Officer or Principal of Collaborating Institution and approved by Senate.

7.5.4.2.2 Compassionate reasons e.g. bereavement within the candidate's immediate family, prior to and/or during the examination period verified by the Dean of Students and reported to Senate.

7.5.4.2.3 Social issues like a spouse running away, leaving behind a young child or thugs breaking into house and stealing property.

7.5.4.2.4 Financial reasons for a candidate who will be unable to clear fees prior to the examination period. The candidate can only be allowed to sit for the Special Examination(s) on clearance of fees

7.5.4.3 Special and supplementary examinations shall normally be held simultaneously.

7.5.4.4 Continuous assessment test mark shall count towards the grading of special examinations.

7.6 Registration for Examinations

7.6.1 To be eligible to register for examinations, a student shall have complied with the course requirements: paying requisite fees, complying with 20% rule on class attendance and doing the requisite number of CATs in the courses registered.

7.6.2 Dean/ Principal of Collaborating Institution shall prepare a list of bona fide students to register for examinations at least five (5) weeks after beginning of the semester/term.

7.6.3 Examination cards shall be released for issue to bona fide students by the Registrar, Academic at least six (6) weeks into the semester/term.

7.6.4 Fee clearance certificate and examination card shall be required before one is allowed to sit for examinations.

7.6.5 Students who sit examinations which they have not registered for without authorization shall have their examinations cancelled.

7.6.6 Invigilators must have in the examination room, lists of students registered for each paper, provided by the Deans of School/Principals of Collaborating Institutions. In the case of Collaborating Institution each Dean shall send a member of staff to invigilate conduct of examinations.

7.7 Conduct of Examinations

7.7.1 Examination Timetables shall be prepared by the School Coordinators/Collaborating Institution in consultation with Certificate/ Diploma Board of Examiners.

7.7.2 University Examinations shall take precedence over external or any other examinations.

7.7.3 Examinations shall normally be conducted on Monday to Friday, or on any other day approved by Senate.

7.7.4 A candidate who has missed 20% or more, of a course during the semester/term shall not be allowed to sit the examinations in that course.

7.7.5 A candidate who shall not sit examinations on scheduled dates on religious grounds, are required to inform the Registrar, Academic and the Dean of the School in writing, as soon as the examination time table is released.

7.7.6 All courses shall be examined within the semester/term in which they are taken, unless approved by Senate.

7.7.7 No student shall be permitted to sit examinations outside the examination center in which he/she is registered.

7.8 Duties of Examiners

7.8.1 Internal examiners shall, enter CAT and regular examination marks on the individual mark-sheets and submit to the Principal Internal Examiner, six weeks from the last day of term/semester examinations.

7.8.2 If the internal examiner is unable to be present at the start of an examination, he or she shall inform the Head of Department, who shall then nominate a replacement from the department concerned.

7.8.3 Internal examiners shall certify the total number of scripts received based on the attendance list of the candidates who have taken the examination and submit one copy to the Registrar, Academic and a copy shall be retained in the Department.

7.8.4 All the examination individual mark sheets shall be accurately completed, checked and signed by the internal examiner, the Head of Department and the Dean of the school.

7.8.5 Examiners shall not divulge marks to candidates. All documents tabled during the Certificate/Diploma Board of Examiners meetings shall be reclaimed from members of the board at the end of a meeting.

7.9 Supervision of Examinations

7.9.1 The names of all invigilators and the examination timetables shall be sent to the Dean and a copy to the Registrar, Academic one month before the start of examinations.

7.9.2 The invigilator shall circulate the instructions to candidates, before the start of examinations.

7.9.3 In appointing invigilators, gender representation should be upheld and that at any one time while the examination is in progress, there shall be at least one invigilator in the examination room and shall be in the ratio of 1:50 in large classes.

7.9.4 All invigilators are responsible for the distribution, monitoring, collection and security of examination papers, and for such other duties assigned to them.

7.9.5 Invigilators shall collect all examination papers and related materials from the Examinations Centre(s), at least half an hour before the start of an examination.

7.9.6 In case of collaborating institutions Deans of respective Schools shall be responsible for supervision of examinations.

7.10 Examination Results

Processing of Examination Results

7.10.1 Internal examiners shall mark scripts on a Semester/Term basis and release examination results to the Head of Department within a period of two (2) weeks after the end of the examinations.

7.10.2 All examiners shall submit results, scripts, projects and other assessment materials and records to the Certificate and Diploma Board of Examiners within three (3) weeks after the end of an examination.

7.10.3 All examination results shall be confidential until they have been considered by the Certificate and Diploma Board of Examiners/School Board of Examiners, and shall be provisional until approved by Senate.

7.10.4 The Deans shall forward provisional results to Senate for consideration and approval

7.10.5 Senate may accept, reject, vary or modify provisional examination results presented to it.

Release of Examination Results

7.10.6 Deans shall release provisional examination results to all candidates, in form of provisional transcripts within 4 weeks after the results have been considered by the Diploma Board of Examiners/School Board of Examiners

7.10.7 The Deans shall forward the Consolidated Mark Sheets to the Registrar, Academic two (2) weeks after all examinations have been approved by Senate and all the entries accurately completed, checked and signed by the Dean after Senate approval.

7.10.8 The Deputy Principal, ASA shall issue official transcripts to students two (2) weeks after receiving consolidated mark sheets from Deans, depicting percentage marks, letter grading and the center that the examination was taken in accordance with the grading system and classification approved by Senate.

7.10.9 A candidate who fails to turn up for an examination without a reason shall be disqualified.

Grading System

7.10.10 The grading shall be determined by grades from both CATs, and Regular Certificate/Diploma Examinations, unless otherwise approved by Senate.

7.10.11 Each course shall be marked out of a maximum of 100 marks, and the final mark shall be rounded off to the nearest whole number.

7.10.12 The pass mark for all courses shall be 40% unless otherwise approved by Senate.

7.10.13 A candidate must pass in all the prescribed courses before they are awarded diplomas.

Classification of Diplomas

7.10.14 All marks obtained in the prescribed courses in each semester/term of study shall be considered for the purpose of classification.

7.10.15 In classifying a diploma, the final percentage mark for the entire study period shall be calculated by summing the percentage mark for each course, multiplied by the number of units in that course, divided by the total number of units.

$$\textit{Final Percentage} = \sum (\%\ \textit{Marks} \times \textit{Units}) / (\textit{Total Units})$$

Percentage Marks	Classification
65 ≥	Distinction

56-64	Credit
35-55	Pass
≤ 34	Fail

7.10.16 A candidate who repeats any semester/term of study on academic grounds shall only qualify for a pass.

Appeal for Reassessment of Examination

7.10.17 After the release of provisional results, a candidate may appeal within a period of two weeks for remarking to the Dean, and a copy to the Deputy Principal, ASA giving reasons.

7.10.18 Reassessment/ remark shall attract a non-refundable fee of five hundred (Kshs.500.00) per paper, or such other amounts as may be determined by Senate.

7.10.19 The Dean, in consultation with HOD, shall nominate an independent examiner who had not taught or examined the candidate in the particular course, to remark the script(s) and forward the same to the Chairperson of Senate for consideration through Deputy-Principal, ASA.

7.10.20 The independent examiner shall release the marks within one (1) week and the score obtained on remarking a script shall be accepted as provisional result.

7.10.21 The Department/Collaborating Institution shall be the custodian of examination answer scripts.

7.10.22 The Department/Collaborating Institution shall dispose of the examination answer scripts 7 years after the candidate has left the University/Collaborating Institution.

7.10.23 Results and scripts, which involve appeals or court litigation, shall not be disposed of until the matter is finally determined.

7.10.24 Rules governing confidentiality of information shall apply in the disposal of scripts.

8.0 EXAMINATIONS IRREGULARITIES

Examination irregularities in Certificate and Diploma program shall include:

8.1 Having unauthorized material and/or taking into examination rooms, written materials on clothes, handkerchiefs, hats, petticoats, caps, underside of shirts, Jackets/overcoats, body parts, clipboards, writings on adjacent walls, desks, tables, bags, electronic devices, such as mini computers, calculators, cell phones, pagers etc.

8.2 Any writing or drawings or other work found with or on a candidate during an examination other than in his/her answer-book or supplementary answer book shall be regarded as an attempt to cheat.

8.3 Reading answer scripts belonging to another candidate.

8.4 Copying from or making references to unauthorized material(s) in the examination room.

8.5 Obtaining assistance from another candidate/non-candidate, and/or giving assistance to another candidate, directly or indirectly in answering an examination paper.

8.6 Destroying evidence which may be used as proof of an examination irregularity.

8.7 Carrying examination scripts/answer sheets out of examination room.

8.8 Writing on examination question papers.

8.9 Permitting another candidate to copy from or make use of one's papers OR presenting for examination the works of another person or persons without acknowledgement and with intent to deceive.

8.10 Attempting to copy from or make reference to unauthorized material in the examination room.

8.11 Any attempt to copy, read or write from written walls, toilets, tables, desks, parts of the body, or any other material.

8.12 Threatening invigilators, and obstructing the invigilator from carrying out his/her duties or behaving in a manner likely to disrupt the examination process or cause a breach of the peace.

8.13 Causing actual bodily harm to the invigilators, those assisting in the invigilation or fellow candidates sitting for the examinations. The University/Collaborating Institution shall provide security during examinations.

8.14 Committing a breach of any other examination rule or regulation which may be communicated to the candidates from time to time by the invigilators.

8.15 Sitting an examination for another candidate

Classification of Examination Irregularities

Group I

8.16 Being found in the examination room in possession of the prohibited items stated in section 12(6) of this document.

8.17 Writing on the question paper.

8.18 Committing a breach of any other examination rule or regulation which may be communicated to the candidates from time to time by the invigilator.

Group II

8.19 Having unauthorized material in an examination room written on paper or other materials.

8.20 Having unauthorized material in an examination room in electronic devices such as mini computers, calculators and cell phones or any other device.

8.21 Reading or attempting to read answer scripts belonging to another candidate.

8.22 Forging an examination card and using it to sit an examination

8.23 Sitting an examination when not authorized.

Group III

8.24 Copying from, or attempting to copy from, or making references to unauthorized material(s) in the examination room.

8.25 Permitting another candidate to copy from or make use of one's papers to answer questions.

8.26 Copying from the examination papers of another candidate.

Group IV

8.27 Impersonation in a court of law against the person.

8.28 Accessing a question paper or questions of an examination before the date and time scheduled for the examination.

8.29 Possessing a written or unwritten examination script, other than the one issued officially by an invigilator in the examination room.

8.30 Presenting for marking an examination answer script whose answers were written elsewhere other than in the examination venue at the time when the particular examination paper was scheduled to be done.

8.31 Destroying evidence which may be used as proof of an examination irregularity.

8.32 Threatening invigilators, and obstructing the invigilator from carrying out his/her duties and assaulting the invigilator or causing him or her actual bodily harm.

8.33 Presenting for examination the works of another person or persons without acknowledgement and with intent to deceive.

8.34 Sitting for examinations at a time when one is on suspension or has been expelled to show cause.

8.35 Committing a subsequent irregularity after being warned or suspended and re-admitted.

8.36 Failing to appear before the Senate Standing Committee on Examination Irregularities when one has been summoned to do so after a suspected examination irregularity. In this case, the candidate shall be expelled to show cause.

8.37 Any evidence of cheating in an examination that may be detected during marking.

Group V

8.38 Any emerging evidence of cheating, falsification of examination results, or committing any of the offences in group I-IV above after the student has graduated.

Procedure in Dealing with Examinations Irregularities

8.39 Invigilators shall, before each examination, inform candidates of the seriousness with which examination irregularities shall be treated.

8.40 When an invigilator suspects that a candidate has committed an examination irregularity, other invigilators shall be consulted and the candidate shall be informed that a report shall be submitted to the Deputy Principal.

8.41 The invigilator shall, confiscate the material that is suspected, but the candidate shall be allowed to complete writing the examination.

8.42 The candidate shall, at the end of the examination paper, be asked to make a written statement to be submitted to the Deputy Principal, ASA by the Main Invigilator.

8.43 The Main Invigilator and the Head of Department shall make a full report on the incident to the Deputy Principal through the Dean, immediately after the examination.

8.44 The Chief Invigilator's report and the candidate's statement shall be considered by a Standing Committee of Senate on Examinations Irregularities.

8.45 An Internal Examiner, who in the course of marking examination scripts, suspects that an examination irregularity has taken place, shall consult the Head of Department. If the Head of Department considers that an examination irregularity has occurred, a full report shall be made to the Chairman of the Standing Committee and the Deputy Principal, through the Dean.

8.46 Charges for irregularities shall be Ksh.2,000.00.

Standing Committee of Senate on Examination Irregularities

8.47 The Standing Committee shall be composed of:

1. The Deputy Principal, ASA, who shall be the Chair
2. Three members of Senate appointed by the Vice-Chancellor.
3. The Dean of the School in which the candidate is registered.
4. The Dean of Students or representative and Dean of students of the college the student is studying.
5. The Registrar (Academics)- secretary to the Committee

8.48 In Attendance

- The Deputy Registrar (Examinations)
- The Legal Officer.

8.49 A student who is alleged to have committed an examination irregularity shall be heard and given the opportunity to call witnesses and to cross-examine witnesses who have testified against him/her.

8.50 Those giving evidence shall not be members of the Committee.

8.51 The Committee shall meet, investigate, give a student a chance to be heard, and make a report within one month after the end of each term/Semester.

8.52 In the event that the Committee is unable to reach a verdict by consensus, a vote shall be taken by the three members of Senate, the Dean of the School, and the Dean of Students. If a tie is registered during voting, the chairman shall take a vote to unlock the tie.

8.53 The decision of the Committee shall be communicated to the student within five (5) working days from the date of the verdict and a report made to Senate to note and ratify.

8.54 The Senate representatives to the Committee shall serve for a period of two years, renewable once.

Disciplinary Action

If it is evidently established that a candidate has committed an examination irregularity, disciplinary action shall be taken immediately. Although an attempt has been made to match an examination irregularity with a disciplinary action(s) by making them fall in the same group, disciplinary action may include either one or a combination of the following:

Group I

8.55 Issuance of a warning letter to the candidate.

8.56 Cancellation of examination results in the affected course and issuance of a warning letter.

8.57 Cancellation of the examination results for the course and suspension of the candidate for one (1) academic year.

Group II

8.58 Cancellation of the examination results for the course and suspension of the candidate for a period of two (2) academic years.

Group III

8.59 Cancellation of all examination results and expulsion of the candidate from the University.

Group IV

8.60 Withdrawal or cancellation of the diploma/diploma/certificate conferred on or awarded to the candidate upon establishing that cheating or falsification of results did indeed occur.

Appeals

8.61 There shall be a Standing Examination Irregularities Appeals Board appointed by Senate to hear examination irregularity appeal cases whose membership shall be as follows:-

- Chairman - Chairman of Senate or Nominee
- Members - 3 members of Senate
- Dean of the School
- Dean of Students or representative and Dean of students of the college the student is studying.
- Registrar Academic as the Secretariat
- Legal Officer shall be in attendance.

8.62 Any appeal shall be made in writing within 14 days of the decision of the Standing Committee on Examination Irregularities to the Chairperson of Senate who shall then cause a meeting of the Committee to be convened within fourteen (14) days after receiving such a request.

8.63 The Deputy Principal shall invite the student who has appealed to appear before the Standing Committee on Examination Irregularities.

8.64 The Standing Examination Irregularities Appeals Board shall only consider the grounds of appeal presented by the student. There shall be no fresh hearing or presentation of new evidence during the hearing of the appeal.

8.65 The Standing Examination Irregularities Appeals Board may make any of the following decisions: confirm the earlier decision of the Standing Committee, amend, vary or arrive at a new ruling on the case.

8.66 The Standing Examination Irregularities Appeals Board shall report its findings to Senate for consideration within one month of hearing the appeal and the outcome communicated to the student by the Deputy Principal within five (5) working days after Senate consideration.

8.67 No other appeal shall be entertained after Senate has considered the report of the Standing Examination Irregularities Appeals Board and pronounced its verdict.

9.0 LEAKAGE AND LOSS OF EXAMINATION SCRIPTS

9.1 Any person, who suspects that a leakage has taken place, shall immediately report to the Dean of respective School and the Deputy Principal.

9.2 If established that a leakage occurred, the Deputy Principal shall nullify the examination and order a fresh examination to be set and administered.

9.3 The Standing Committee of Senate on Examination Irregularities shall investigate the suspected leakage.

9.4 The Standing Committee of Senate on Examination Irregularities shall make recommendations to Senate, based on their findings, including referring persons involved for disciplinary action within one month from the time of reporting the Leakage.

9.5 Loss of scripts shall apply to situations in which scripts, which have been certified as having been handed in by the candidates at the end of an examination paper, are misplaced or found to be missing at the time of processing the results.

9.6 It is the responsibility of the students to report cases of missing CATs, projects, reports, booklets scripts/marks within their knowledge in writing.

9.7 The Principal Internal Examiner shall report cases of loss of answer scripts to the Deputy Vice-Chancellor, through the Dean of School.

9.8 The Standing Committee of Senate shall investigate the loss of an answer script and report its findings to Senate.

9.9 Senate shall determine, based on the report, the cause of action to be taken as a result of loss of answer scripts.

10.0 COLLECTION OF TRANSCRIPTS AND CERTIFICATES

10.1 Certificates shall be collected by the successful candidate after meeting all clearance requirements. Additionally, the candidate shall be required to produce original copies of previous certificates or other documents that act as proof that the person concerned qualified to join the University to pursue the particular program for which the certificate is being collected. If it is established that a graduate used falsified documents to pursue University programs, any diploma or certificate obtained as a result shall be cancelled by the Senate and appropriate disciplinary and/or legal action taken against those found to be involved with the malpractice.

10.2 Certificates may be collected through proxy with written authority letter from the successful candidate upon meeting all the clearance requirements.

Additionally, the proxy shall provide an original and copy of identification card (ID)/passport of the owner of the certificate and a copy of his/her ID and original copies of relevant certificates.

10.3 Once a certificate has been collected/received it shall not be accepted back for rectification or for any changes to be made.

10.4 Certificates not collected within two years after graduation shall attract an annual storage fee of Kshs 1,000.00 per annum or such amount as may be determined by Senate from time to time.

10.5 In the event of loss of original transcripts or request for additional original transcripts by candidates, replacements or extra transcripts may be issued at a fee of Two Hundred Kenya Shillings (Kshs.200.00) per copy, or at such other amount(s) as may be determined by Senate from time to time.

10.6 Under no circumstance shall the university replace certificates.

10.7 The first two copies of a transcript or certificate shall be certified at no cost to the successful candidate. Thereafter, all other copies shall be certified at a fee of Kenya shillings fifty (Kshs. 50.00) per copy or such other fee as shall be determined by Senate from time to time.

11.0 INSTRUCTIONS TO CANDIDATES ON WRITTEN EXAMINATIONS

11.1 Candidates shall be allowed into the examination room five minutes before the start of the examination. Question papers shall be placed upside-down on the desks before candidates enter the examination room. Candidates must not turn the question paper over until they are instructed.

11.2 A candidate who arrives within the first half-hour of the start of the examination may be allowed into the examination room, provided no other candidate has left the room. Such a candidate will have no extension of time to compensate for lateness.

11.3 No Candidate shall leave the examination room 30 minutes before the end of an examination.

11.4 No candidate shall enter the examination room after thirty minutes from the start of the examination. A candidate who is excluded from the examination under this regulation shall report to the Chief Internal Examiner.

11.5 Examination registration cards should be conspicuously displayed. A Candidate who does not have an examination card shall not be allowed to sit the examination.

11.6 Books, bags, briefcases, folders, clipboards, pencil cases, cellular telephones, pagers, alarm watches, earphones, notebooks or any other such materials that may hinder transparency, or that are likely to raise suspicion should not be carried into an examination room. Log books and calculators should not be brought into the examination room, unless there is a provision to the contrary for a particular paper. All unauthorized materials should be handed over to Main Invigilator before the start of an examination.

11.7 Invigilators shall have power to confiscate any unauthorized material(s) brought into the examination room. They shall have the power to expel from the examination room, any candidate who creates disturbance and breaches the peace and quiet of the examination room.

11.8 Candidates shall acquaint themselves with the instructions on the front page of the answer books.

11.9 Candidates shall write their registration numbers, course codes, course titles and paper numbers, on each answer booklets and on continuation sheets.

11.10 Candidates shall not be allowed to communicate with each other, either verbally or through other means, during an examination without the permission of the invigilator.

11.11 Candidates shall not be allowed, in their course and assignments, to reproduce the works of another person, other persons without acknowledgment, and with intent to deceive. This amounts to plagiarism, a serious offence which will lead to disciplinary action being taken against such a candidate.

11.12 Smoking and use of phones shall be forbidden in an examination room.

11.13 Candidates shall stop writing and assemble their scripts at the end of the examination, on the instructions of the Main Invigilator. Candidates shall leave the scripts on the desk, unless otherwise instructed.

11.14 Candidates shall not be allowed to remove Answer Booklets or sheets from the examination room.

11.15 A candidate who is unable to sit an examination should report the circumstances to the Head of Department and Dean of Students immediately.

11.16 Misreading the examination timetable is not a sufficient cause for failing to sit an examination.

12.0 AWARD OF DIPLOMAS AND CERTIFICATES

Award of Diplomas and Certificates of the University shall be in accordance with Statute XLI of the University Statutes, 2013.

12.1 Postgraduate Diploma

A candidate shall be awarded a postgraduate diploma in any School/ Institute/Centre if:

(a) He shall have been registered for postgraduate diploma for a minimum duration as prescribed in the program;

(b) He has passed such advanced study or research or both as may be approved by Senate;

(c) He has performed such other work with such other conditions for the diploma or certificate as set out in the common regulations for postgraduate diplomas.

2. Senate may adjust the duration of study by such period as recommended by the School/ Institute/ Centre/Board on special circumstances as Senate may from time to time determine.

12.2 Diploma and Certificate

A candidate shall be awarded a diploma or certificate in any School, Institute or Centre if;

(a) He shall have been registered for diploma or certificate for a minimum duration as prescribed in the program;

(b) He has passed such study or research or both as may be approved by Senate; and

(c) He has performed such other work with such other conditions for the diploma or certificate as set out in the regulations for diplomas and certificates.

13.0 NON-COMPLIANCE WITH EXAMINATION RULES AND REGULARITIES

Senate shall take appropriate action against any person who does not comply with any of these Rules and Regulations.

14.0 EFFECTIVE DATE

This policy shall be effective from September, 2026.

15.0 REVIEW

This policy shall be reviewed from time to time as need arises.