

OFFICE OF THE REGISTRAR, ACADEMIC AFFAIRS

To : All Students in Academic Programs
From : Registrar, Academic Affairs
Date : 9th June 2025
Subject : Supplementary/Special Examinations

This is to inform all students that Supplementary and Special Examinations will take place from **Monday, 16th June 2025 to Friday, 20th June 2025**. Students are eligible to take these examinations only if they are **within two trimesters since the first attempt of the same examination**. Those who have exceeded this period will be required to retake the unit.

Eligible students must register for the relevant units via the Student Portal by **Thursday, 12th June 2025**. The examination timetables will be available on the University website. All students must ensure they clear all the fees for the preceding trimester for which examination is being sought. Students who have failed a unit must register and pay for **Supplementary Examinations**.

Students who have completed all the course work and have met two-thirds of class attendance but missed the end-of-trimester examinations for valid reasons are eligible to take **Special Examinations**. The reasons include bereavement (nuclear family), illness (with medical proof), approved travel (with prior notice), fee payment issues, or connectivity problems during remote exams. All students sitting for Special Examinations must be cleared by the **Chair of the Department** and the **Finance Department**.

For assistance, please contact esupport@kcau.ac.ke for Student Portal issues, billing@kcau.ac.ke for fee payment queries, and examinations@kcau.ac.ke for any other enquiries.

We wish all candidates success in the upcoming examinations.

Thank you,



Dr. Rose Gathii (Ph.D)

Registrar, Academic Affairs

Cc: Vice Chancellor & CEO
DVC-ASA, DVC-FPD, DVC-RIO
Deans/Directors/CoDs/Faculty Managers.