

OFFICE OF THE REGISTRAR, ACADEMIC AFFAIRS

To : All Students in Academic Programs
From : Registrar, Academic Affairs
Date : 6th October, 2025
Subject : Supplementary/Special Examinations

This is to inform all students that the Supplementary and Special Examinations will be held from **Tuesday, 21st October 2025, to Saturday, 25th October 2025**. Eligible students are required to register for the relevant units through the Student Portal by **Monday, 13th October 2025**. The examination timetables will be published on the University website in due course.

Students are reminded of the following **requirements and conditions for Supplementary and Special Examinations**:

1. Supplementary Examinations:

- i. Students who do not attain the pass mark in a unit are eligible to sit for Supplementary Examinations within two trimesters of the first sitting of the same examination. Students who exceed this period are required to repeat the affected unit(s).
- ii. All students sitting for Supplementary Examinations must register and pay the supplementary examination fee before sitting for the examination.

2. Special Examinations:

- i. Special Examinations are available to students who have completed all coursework for a given unit and attended at least two-thirds of the scheduled classes, but missed the end-of-trimester examination for valid and documented reasons, such as bereavement (nuclear family), illness with medical proof, approved travel, or fee payment challenges.
- ii. Such examinations must be taken within two trimesters of the original registration of the unit. Students who exceed this period are required to repeat the affected unit(s).
- iii. All students applying to sit Special Examinations must obtain clearance from both the Chair of Department and the Finance Department before sitting for the examinations.

We wish all candidates success in the upcoming examinations.

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.

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.