

## OFFICE OF THE REGISTRAR, ACADEMIC AFFAIRS

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**To** : All Students in Academic Programs  
**From** : Registrar, Academic Affairs  
**Date** : 12<sup>th</sup> February 2026  
**Subject** : Supplementary/Special Examinations

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This is to inform all students that the Supplementary and Special Examinations will be held from **Monday, 23<sup>rd</sup> February 2026 to Friday, 27<sup>th</sup> February 2026**. Eligible students are required to register for the relevant units through the Student Portal by **Thursday, 19<sup>th</sup> February 2026**. 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.

Students will sign in for examinations on **pre-printed system-generated attendance lists**, which include only those who are **duly registered and fully cleared**.

For assistance, please contact [esupport@kcau.ac.ke](mailto:esupport@kcau.ac.ke) for student portal issues, [billing@kcau.ac.ke](mailto:billing@kcau.ac.ke) for fee payment queries, and [examinations@kcau.ac.ke](mailto: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/Campus Directors/CoDs/Faculty Managers.