

OFFICE OF THE REGISTRAR, ACADEMIC AFFAIRS

To : Academic Programmes Students
From : Registrar, Academic Affairs
Date : 9th March 2026
Subject : January - April 2026 Ordinary Examinations

This notice serves to inform all students enrolled in academic programs that Ordinary Examinations for the January-April 2026 trimester will commence on Monday, **23rd March 2026** and end on Sunday **19th April 2026**.

Students are advised to access the examination timetable from the University website, familiarize themselves with the schedule, and comply with all examination regulations.

Important Reminders:

1. Only students who are duly registered for the units, have completed coursework, and attained at least 2/3 class attendance are eligible to sit for exams.
 2. Students must clear all fees and present a stamped examination card to be allowed to sit for the examination.
 3. Students must present a valid identification document (student ID) in order to be allowed to sit for examinations.
 4. Students who are unable to sit for an examination due to valid reasons (e.g., illness, bereavement, or financial challenges) shall submit an application for special examinations through the Chair of Department, accompanied by supporting documentation. The application must receive the recommendation of both the Chair of Department and the Dean/Director (PTTI) prior to submission to the Registrar (Academic Affairs) for final approval.
 5. Students are expected to sit for their examinations at the campus and in the mode of study indicated on the student portal. Each student will sign an exam attendance register generated from the Learning Management System (LMS) class registers.
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For examination timetable inquiries, please contact your respective departments. For all the other exam- related matters, email examinations@kcau.ac.ke.

Regards,

A handwritten signature in black ink, appearing to read 'R. Gathii', with a stylized flourish at the end.

Dr. Rose Gathii (Ph.D)

Registrar, Academic Affairs

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