

OFFICE OF THE REGISTRAR, TEACHING AND LEARNING

To : All Students in Academic Programs
From : Registrar, Teaching and Learning
Date : 30th September 2026
Subject : Supplementary/Special Examinations

This is to inform all students that the Supplementary and Special Examinations will be held from **Monday, 12th October 2026 to Friday, 16th October 2026**. Eligible students are required to register for the relevant units through the Student Portal by **Thursday, 8th October 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 did not attain the pass mark in any unit during the January–April 2026 or May–August 2026 examination periods are eligible to sit for the supplementary examinations scheduled for October 2026. 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 required fees before sitting for the examination.

2. Special Examinations:

- i. The October 2026 Special Examinations are available to students who completed all coursework and attended at least two-thirds of scheduled classes for each unit applied for, but missed the end-of-trimester examination during the January–April 2026 or May–August 2026 examination periods for valid and documented reasons (such as illness with medical proof, nuclear family bereavement, approved travel, or fee payment challenges). Students who exceed this period are required to repeat the affected unit(s).
- ii. 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 it@kcau.ac.ke for student portal issues, billing@kcau.ac.ke for fee payment queries, and examinations@kcau.ac.ke for any other enquiries.

Dr. Rose Gathii (Ph.D)



Registrar, Teaching and Learning

Cc: Vice Chancellor & CEO

DVC -T&L, DVC-SFO, DVC-RIO

Deans/Director KCAU PTTI/CoDs/Faculty Managers

