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Telephone: 0734 888022, 0710888 022
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OFFICE OF THE REGISTRAR, TEACHING AND LEARNING

To : All Students in Academic Programs
From : Registrar, Teaching and Learning
Date : 19th November, 2026
Subject : September- December 2026 Ordinary Examinations

This notice serves to inform all students enrolled in academic programmes that the Trimester 3, 2026 Ordinary Examinations will commence on **Monday, 23 November 2026**.

Students are advised to access the examination timetable on the University website, familiarize themselves with the examination schedule, and strictly observe all examination rules and regulations.

IMPORTANT REMINDERS:

1. **Eligibility**: Only students who are duly registered for their units, have completed coursework, and have attained at least two-thirds (2/3) class attendance are eligible to sit for examinations.
2. **Financial Clearance & Exam Cards**: Students must clear all fee balances and present a stamped examination card to be granted entry into examination venues.
3. **Student Identification**: A valid Student ID card must be presented at every examination session.
4. **Special Examinations**: Students unable to sit for an examination due to valid reasons (e.g., medical issues, bereavement, or financial challenges) must submit an application for Special Examinations through their Chair of Department (CoD), backed by supporting documentation. Applications must be recommended by both the CoD and Dean/Director (PTTI) before submission to the Registrar (Academic Affairs) for final approval.
5. **Venue & Attendance**: Students must sit examinations at their assigned campus and mode of study as indicated on the Student Portal and sign the LMS-generated attendance register. Any change of campus or mode requires written authorisation from the Chair of Department, obtained at least one week in advance and presented to the invigilator before the examination begins.

For assistance, please contact 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

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