



KAIMOSI FRIENDS UNIVERSITY COLLEGE

(A Constituent College of Masinde Muliro University of Science and Technology)

OFFICE OF THE REGISTRAR (ACADEMIC AFFAIRS)

Tel: 0773040235

E-mail: registrar_aa@kafuco.ac.ke

Website www.kafuco.ac.ke

P.O. Box 385
Kaimosi-50309
Kenya

GUIDELINES FOR SEMESTER II 2019/2020 ONLINE EXAMINATIONS

Kaimosi Friends University College would like to notify students that semester II 2019/2020 examinations will be offered online. These examinations are for **Masters and Final Year (Bachelor, Diploma and Certificate) students only**, and will be taken off-campus.

Candidates are required to take note of the following:-

- (i) Examinations will start on Monday 21st September, 2020.
- (ii) Timetables have been uploaded in the students' portal; however, candidates should liaise with Deans of Schools and Chairpersons of Departments for any desirable changes on timetables.
- (iii) Only students who will have cleared their full fees up to 2019/2020 academic year will be allowed to sit examinations
- (iv) Students will be required to have a Laptop or Desktop that has a functioning Webcam and a Microphone
- (v) Students should have access to reliable internet and electricity.
- (vi) The University College will provide adequate bundles to students for use during examinations once they meet all requirements set out in (i)-(iii) above.
- (vii) Students will be required to install software provided by the University College to facilitate conduct of examinations; this software will allow you access to examinations at the start and shut off your gadget (Lap Top/Desktop) as soon as the examinations time is over.
- (viii) Candidates will type their answers, and handwrite where drawings/diagrams are needed, take Snap shots and attach to the typed answer.
- (ix) Answers shall be submitted online, the same way questions will be received online.
- (x) Candidates should note that these will be Open Book Examinations (OBE) where students are allowed to refer to their lecture notes, text books etc.
- (xi) Just like face-to-face examinations, cheating in E-examinations is not allowed. Cheating is considered to be any violation of Rules and Regulations such as impersonation, collusion, seeking help from online forums etc..
- (xii) Examiners will subject answers to anti-plagiarism software to determine the extent of copying. Such students will be deemed to have cheated and will be called out for disciplinary proceedings under the charge of Examination Misconduct.

Dr. S. W. Munda

Senior Assistant Registrar (Academic & Students' Affairs)