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**OFFICE OF THE ACADEMIC REGISTRAR**

22<sup>nd</sup> June 2021

**TO: DEANS, DIRECTORS AND HEADS OF DEPARTMENT**

**FROM: ACADEMIC REGISTRAR**

**RE: END OF SEMESTER ONE 2020/2021 ONLINE EXAMINATIONS FOR FIRST YEAR STUDENTS**

The Deans and Heads of Department at their online meeting held on 21<sup>st</sup> June 2021 agreed as follows:

1. Semester One 2020/2021 Examinations for First Year Students will be conducted online from Monday 28<sup>th</sup> June, 2021 to Thursday 15<sup>th</sup> July, 2021.
2. Faculties/Departments shout meet and harmonise the mode of examinations and the timetable.
3. Faculties/Departments should mobilise their staff to set examinations for the online model.
4. Faculties/Departments should communicate to students to make the necessary preparations for online examinations.
5. Vetted examinations should be submitted by Departmental Heads to the ICT Services Unit for uploading by Thursday 24<sup>th</sup> June 2021.

The purpose of this communication is to request you to expedite the above agreed upon decisions to enable us meet the set timelines.

Thank you for your usual cooperation.

Cc: Vice Chancellor

Deputy Vice Chancellor (Academic Affairs)

University Secretary

University Bursar

Dean of Students

ICT and E-learning Units

Senior Assistant Academic Registrar (Examinations)