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The Director



KENYA MEDICAL TRAINING COLLEGE  
P.O. BOX 30195-00100  
NAIROBI

When replying please quote

KMTC/ADM/69B/VOL III/EE/02/23/02

Ref: No. ....

Monday, 31<sup>st</sup> January, 2023

Date.....

To:

- All Principals
- All Academic HODs, Nairobi

**RE: CONDUCT OF END OF SEMESTER EXAMINATION**

As you are aware, the end of semester examination shall commence on 6<sup>th</sup> to 17<sup>th</sup> as per the college examination calendar.

I wish to remind you that the same standards applied in the final qualifying examination should strictly be applied in the end of semester examination. You are therefore expected to adhere strictly to the examination policy and other examination guidelines.

Please ensure that the following measures are put in place together with other measures stipulated in our examination documentations:

1. All students are expected to have their own pencils, pens, rubbers, rulers, calculators or any other necessities. Borrowing of such shall not be allowed in the examination room.
2. Strictly, no writing should be done on the question paper issued to candidates except their college number.
3. Students who commit examination malpractice/s shall be disqualified from the whole examination and shall be suspended for a whole academic year. This includes writing on the question paper.
4. Mobile phones, watches and other communication gadgets shall not be allowed in the examination room. Possession of such gadgets shall lead to disqualification from the entire examination and suspension for a whole academic year.
5. All examination rooms/venues must have well displayed clocks visible by all students.
6. The examination room should have no posters/writings on the wall.
7. A minimum of 2 invigilators must be present in the examination room **THROUGH OUT** for a class of up to 50 candidates. For larger populations, more invigilators should be allocated.
8. Thorough physical search **MUST** be done on all students to ensure that they do not get into the examination room with any unauthorized exam materials.
9. No student shall be allowed to go out when the examination is ongoing **EXCEPT** in cases of sickness or other declared and understandable medical conditions (In such cases, the student shall be accompanied by an invigilator).
10. Use/possession of phones by invigilators is **STRICTLY PROHIBITED** in the examination venues. All phones shall be left at the respective offices.

Thank you for the continued support.

Dr. Lucy Waweru

**REGISTRAR**

Cc: Campus Examination Officers

Encl



KMTC IS ISO 9001-2015 CERTIFIED