

LAIKIPIA



UNIVERSITY

P.O. Box 1100-20300,
NYAHURURU,
KENYA

TEL: +254-(0) 20 2671779, 20-2671771;
Cell: +254 0729285902, 0729281902
raa@laikipia.ac.ke; www.laikipia.ac.ke

OFFICE OF THE REGISTRAR

(ACADEMIC AFFAIRS)

OFFICIAL EXAMINATION NOTICE

REF : LU/ACA/R(AA)/CIRCS/071/VOL.II/204

DATE: 11TH AUGUST, 2026

**TO : ALL STUDENTS SITTING FOR SPECIAL AND SUPPLEMENTARY
EXAMINATIONS**

FROM: OFFICE OF THE REGISTRAR ACADEMIC AFFAIRS

**RE : DOCUMENTARY REQUIREMENTS FOR ADMISSION TO SPECIAL AND
SUPPLEMENTARY EXAMINATION ROOMS**

The University has taken notice that some students have been presenting themselves at examination rooms without the requisite documents required to verify their eligibility and approval to sit for the examinations.

To ensure compliance with the University's examination regulations and to facilitate proper verification of candidates before admission into examination rooms, all students sitting for Special and Supplementary Examinations are hereby required to present the relevant documentary evidence outlined below.

1. Students Sitting for Special Examinations

Students approved to sit for Special Examinations must carry and present the **approval letter duly signed by the Registrar, Academic Affairs**. The letter shall serve as the official confirmation of the student's approval to sit for the specified Special Examination(s).

Students without the duly signed approval letter will not be admitted to the examination room.

2. Students Sitting for Supplementary Examinations

Students sitting for Supplementary Examinations must carry and present a **current copy of their fees statement** as evidence of payment and eligibility to sit for the examination.

The fees statement must clearly show:

- a. The **approved unit(s)** for which the student is sitting the Supplementary Examination;
- b. The relevant supplementary examination charges; and
- c. A **zero balance**, confirming that the required payment has been made.

Students are strongly advised to verify their fee statements before the examination date and resolve any discrepancies with the Student Finance in advance.

3. Student Identification Card

All students, whether sitting for Special or Supplementary Examinations, are required to carry their **valid Laikipia University Student Identification Card (Student ID)** when reporting to the examination room.

The Student ID must be presented for identification and verification by the examination officials upon entry into the examination room or whenever required during the examination.

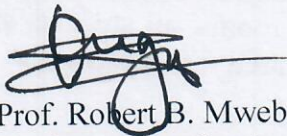
IMPORTANT NOTICE

Students are reminded that the responsibility for presenting the required documentation rests with the individual candidate. **No student should report to an examination room without the documents applicable to their category of examination.**

Examination officials will verify the relevant documentation before admitting candidates into the examination rooms. Students who fail to provide the required documentary evidence may **not be permitted to sit for the examination** until their eligibility is satisfactorily verified in accordance with the University's examination procedures.

All students are therefore advised to take this notice seriously and make the necessary arrangements before the examination date to ensure that they have all the required documents.

The University expects all students to comply fully with these requirements in order to maintain the integrity, transparency and orderly administration of the examination process.



Prof. Robert B. Mwebi. PhD
Registrar Academic Affairs