



THE CO-OPERATIVE UNIVERSITY OF KENYA

EXAMINATION DEPARTMENT

The Co-operative University of Kenya (CUK) Examination and Certification Department is charged with the responsibility of management and administration of University examinations and certification of graduates. Specific functions include the following:

1. Processing final end of semester examination
2. Processing supplementary/special examinations
3. Printing academic transcripts as requested by Deans of Schools
4. Summarizing examinations irregularity cases for action by disciplinary committee
5. Processing and issuing academic certificates to all graduands

The department is committed to ensure integrity, efficiency and security in examination and certification processes.

Our Vision

A distinguished Center of excellence in examinations management, administration and Certification.

Our Mission

To ensure high standards of integrity, efficiency and security in the examination and Certification process.

Our Objectives

1. To enhance efficiency and integrity by ensuring that only moderated examination papers are processed within 30 working days from the date of submission of draft examinations from deans of schools.
2. To promote customer satisfaction and efficiency by processing academic certificates within 30 working days after graduation.
3. To promote customer satisfaction by processing transcripts within 14 working days from the date of receipt of request documents from deans of schools.

Our Service Delivery Charter



CUK is ISO 9001: 2015 Certified

A. Issuance of Academic Certificates (Free)

1. Must graduate and appear in the graduation booklet
2. Must appear in person
3. Must present original National ID
4. Must Present original student ID card
5. Must present fully completed student clearance form
6. Must present hiring of gowns form

B. Late Collection of Certificates

All graduates are encouraged to collect their academic certificates within the first one year after graduation. Otherwise a storage charge of Ksh. 2,000.00 annually shall apply.

C. Replacement of Lost Transcript

In order to replace a lost transcript, one shall be expected to submit a payment receipt of Ksh. 500

N/B

- a) While academic certificates are issued from examination office, transcripts are issued from the respective Schools/Campuses/Institutes
- b) Academic certificate is issued only once and is **NOT** replaceable.

Requirements to Sit University examinations

1. Must Clear school fee
2. Must evaluate all unit lecturers
3. Must Generate examination card and take to school for authentication and stamping.
4. Must possess official Student ID

The Examinations Department is headed by Dr Michael Ngala who is the Ag. Senior Assistant Registrar, Examinations. The other Examination officers include:

1. Ms Joan Murugi
2. Mr David Mugambi
3. Ms Jacqueline Kwamboka
4. Ms Sybel Adoyo

Frequently Asked Questions (FAQ)

Question: From where and when should I collect my certificate after graduation?

Answer: Collect your academic certificate from examinations office after 30 working



days from the date of graduation.

Question: When and from where do I collect my Transcript?

Answer: Collect your transcript from your school after 30 working days on successful completion and passing all units within an academic year.

Contact Details

The Examinations office is out of bounds for all students. All services shall be administered through the front window. All email enquiries can be forwarded through enquiries@cuk.ac.ke

Examination Misconduct

Any act that violates the CUK Examinations Policy, CUK Guidelines and Procedures, and these Rules and Regulations shall constitute examination misconduct. Examination misconduct shall include, but not limited to:

1. Writing on examination question papers.
2. Unauthorized absence from the examination venue.
3. Having Unauthorized material in an examination venue
4. Copying, reading or writing from written walls, toilets, tables, desks, parts of the body, or any other material.
5. Reading answer scripts belonging to another candidate
6. Carrying examination scripts/answer sheets, one's/or another candidate's out of the examination venue.
7. Obtaining assistance from another candidate/non-candidate, and/ or giving assistance to another candidate, directly or indirectly in answering an examination paper.
8. Exposing ones work for another candidate to copy from or make use of one's papers.
9. Presenting for examination the works of another person(s) without acknowledgement and with intent to deceive.
10. Destroying evidence which may be used as proof of an examination irregularity.
11. Threatening/intimidating invigilators, and obstructing the invigilator from carrying out his/her duties or behaving in a manner likely to disrupt the examination process or cause a breach of the peace.
12. Causing actual bodily harm to the invigilators, those assisting in the



- invigilation or fellow candidates sitting for the examination.
13. Refusing to write a statement after being asked to do so by the invigilator.
 14. Committing a breach of any other examination rule or regulation which may be communicated to the candidates from time to time.
 15. failure to obey lawful order from the invigilators or supervisors
 16. Impersonating or attempting to impersonate another candidate or being impersonated knowingly.
 17. Forgery of examination documents
 18. Bribery so as to compromise examination credibility
 19. Possessing, while in the examination venue any device(s) that could permit communication with others or receive communication from others.
 20. Unauthorized and undeclared acquisition of examination papers prior to an examination, whether or not that examination is to be sat by the student concerned (leakage)
 21. Failure to scan the environment and declare any unauthorized material such as papers on the floor, writings on the walls and desks and on any other materials that may be authorized for use in the exam room such as calculators and mathematical tables.
 22. Falsification of admission numbers on the examination attendance register or the examination scripts.

Penalties for Examination Misconduct

Having considered the evidence presented at the Disciplinary meeting, the Senate Committee shall determine the allegation. If the allegation is proven, the Committee will then fix an appropriate penalty guided by the list below. The committee's verdict will consider mitigating circumstances as well as aggravating issues and can recommend other disciplinary procedures depending on the verdict as follows:

1. Warning letter to the candidate
2. Cancellation of relevant examination results and student to sit for supplementary examination when s/he resumes studies.
3. Repeat the Unit in question
4. Suspension from the University for a period not exceeding Two (2) Academic years;
5. Expulsion from the university;



6. Any combination of the penalties defined above

Official University Contacts:

Phone Number: 0724 311 606

Facebook: [The Co-operative University of Kenya](#)

Twitter: [@CoopVarsityKE](#)

Email: enquiries@cuk.ac.ke

LinkedIn: [The Co-operative University of Kenya](#)

Instagram: [coop_university](#)



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