



OFFICE OF THE REGISTRAR

To : Full-time (FT) Students

From : Registrar

Date : 10th July 2025

SUBJECT : ORIENTATION FOR THE JULY/AUGUST 2025 EXAMINATION

As the July/August 2025 examination session approaches, we invite you to a mandatory Examination Orientation Programme. This session is designed to equip you with essential information to excel, covering exam rules, preparation strategies, financial clearance, security protocols, and procedural guidelines.

The orientation is scheduled for **Friday, 11th July 2025**, at 14:00 hours in the Lecture Theatre, West Campus. It will cover examination rules, preparation strategies, financial clearance, security protocols, and procedural guidelines. A detailed programme is provided in Appendix I for your reference.

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For inquiries or assistance with the examination registration process, contact the Assistant Registrar, Examinations, on **0977494444**


Polity Chilombe

Cc: Vice-Chancellor
Cc: Deputy Vice-Chancellor: Academic; Research and Innovation
Cc: Dean of Students
Cc: Chief: Financial Officer; Librarian; Internal Auditor
Cc: Deans and Directors
Cc: IT Manager
Cc: Deputy Registrar, Academic
Cc: Guild President

APPENDIX I: STUDENT EXAMINATION ORIENTATION PROGRAMME

Time	Theme	Speaker
14:00 - 14:10	Opening Remarks	Dean of Students
14:10 - 14:30	Understanding Examination Rules and Conduct	Assistant Dean, School of Business Studies
14:35 - 14:55	Preparing for Examinations	Assistant Dean, School of Education
15:00 - 15:20	Exam Clearance and Procedures	Assistant Dean, School of Natural Sciences
15:25 - 15:45	Financial Obligations and Clearance	Financial Accountant
15:50 - 16:10	Examination Security and Safety Protocols	Chief Security Officer
16:15 - 16:35	Student Welfare and Support Services	Assistant Dean, School of Humanities
16:40 - 16:50	Closing Remarks	Deputy Director, Quality Assurance