



OFFICE OF THE REGISTRAR (ACADEMIC & STUDENTS AFFAIRS)

INTERNAL MEMO

FROM: REGISTRAR (ASA)

Date: 28<sup>th</sup> April 2021

TO: ALL Students currently in Session.

PU/RASA/SC/63/VOL.1

**SUBJECT: ADMINISTRATION OF END OF FIRST SEMESTER  
2020/2021 ACADEMIC YEAR EXAMINATIONS.**

As you are all aware, the above examinations are scheduled for administration starting from 3<sup>rd</sup> May 2021 for Final Year students and from 10<sup>th</sup> May 2021 for the rest of the students.

ALL students due for these examinations are hereby reminded that:

1. No student(s) will be allowed to take any examination without clearing all pending fees.
2. ALL students are required to have registered for the semester and the courses/units one is taking in the said semester.
3. During the examination period, bonafide students will be required to sign, for each course/unit, the examination attendance forms which will be circulated by the invigilators.
4. Students with retakes should ensure that they pay for the retakes and register for them.

Kindly note that students who have not fulfilled the above requirements are hereby advised to defer their studies.

Thank you

**NICHOLAS C. MALAU**  
**REGISTRAR (ASA)**

CC

- Vice Chancellor
- ALL Deputy Vice Chancellors
- ALL Deans of Schools
- Director BUS
- Deputy Registrar (ASA)
- Students Finance
- Dean of Students

