

Kirinyaga University

Office of the Registrar, ASA

TIPS TO ENSURE YOU ARE READY FOR ONLINE EXAMINATIONS

1. Before examination, kindly check the following:

a) Hardware and software

- i. Ensure that you are able to log in to your respective Exams portal i.e.:
 - First (1st) year students - log in to the exams portal via <http://exam1.kyu.ac.ke/login/index.php>
 - Second (2nd) year students - log in to the exams portal via <http://exams.kyu.ac.ke/login/index.php>
 - Third & Fourth (3rd & 4th) year students - log in to the exams portal via (<http://exam3.kyu.ac.ke/login/index.php>)

through Mozilla Firefox or Google Chrome with correct log in credentials (Username: Registration number and Password: ID/Birth Certificate No.). Any challenges with log in credentials are handled by the ICT office through ictsupport@kyu.ac.ke



Kirinyaga University – Exams Portal

Cookies must be enabled in your browser

Some courses may allow guest access

Log in as a guest

Is this your first time here?

NOTICE TO ALL STUDENTS

Notice to All students

Students

Already have an account?


	Username / email
	Password

Remember username

Log in

Forgotten your username or password?

- ii. Once logged in navigate to your School, Degree programme, current semester and then enroll for the units therein (if you haven't enrolled)

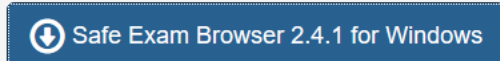


Course categories

- ▶ Common Unit ⁽¹⁷⁾
- ▶ School of Engineering & Built Environment
- ▶ School of Hospitality and Textile Technology
- ▶ School of Health Sciences
- ▶ School of Pure & Applied Sciences
- ▼ School of Business & Economics
 - ▶ Diploma in Business Management ⁽¹⁾
 - ▼ Bachelor of Economics and Finance ⁽¹⁾
 - ▶ Y4S2
 - ▶ Y4S1
 - ▶ Y3S2
 - ▶ Y3S1
 - ▶ Y2S2 ⁽⁶⁾
 - ▶ Y2S1

- iii. Have you downloaded and installed safe examination browser (SEB) and ZOOM. Don't wait for examination date to download and test the two. **Ensure they are fully downloaded before installation.** (Zoom 13.6 MB and SEB 64.4MB). If you experienced issues with the SEB during the Mock, uninstall version 3.0 then download and install Safe Exam Browser version 2.4.1 which is compatible with all Windows versions (Windows 8 & 10) (https://safeexambrowser.org/download_en.html). Please note after installing the SEB do not make any configurations or create passwords, you will only be required to launch the SEB during the exam session. Also disable any antivirus that might be blocking the SEB especially AVAST and SMADAV.

Windows Legacy



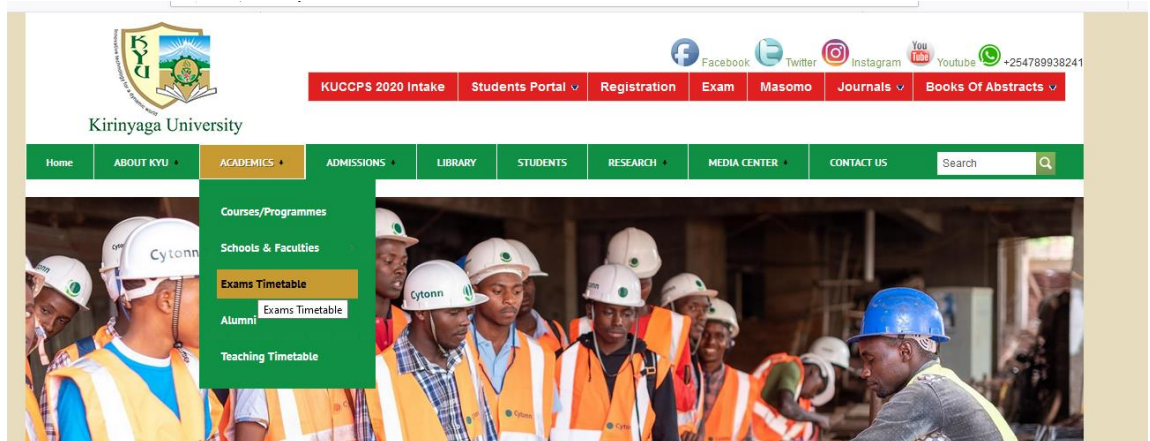
Safe Exam Browser 2.4.1 for Windows 7, 8.1 and 10
SHA1: aec3ef8a45a40942f8675e7ab77b896e1ce05dba

[Download from GitHub project site.](#)

- iv. Do you have enough bundles for the examination session (an average zoom hour use 540mbs). You are advised to take up available KENET discounted bundles data offer.
- v. Check and test early enough that your webcam is in working order, for PC users and laptop with faulty webcams you may purchase and install a standalone webcam.
- vi. Have you done the Online Mock Exams, please note that the mocks are meant to prepare you for the final exam and it is advisable to always participate in the mocks so that you can test your devices in preparedness for the end of semester exams.
- vii. Download and install CamScanner App on your smart phone that you will use to upload answers for exams that require you to show your workings, take a photo and upload. You will also need a USB cable to connect the phone to your laptop to upload the answers, always test that the phone is able to connect to the computer before the exam begins.

b) Eligibility

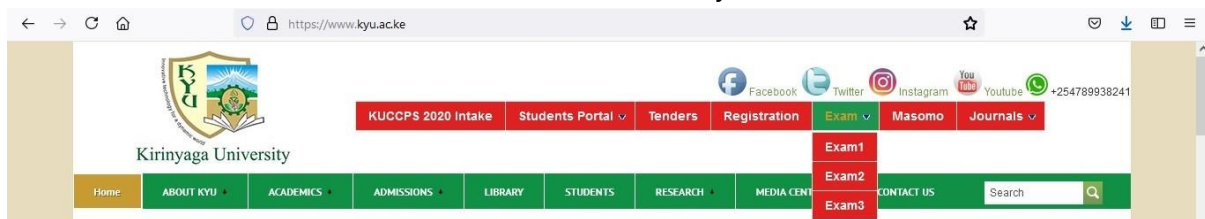
- i. **Have you fully paid up**, Registered, attended 85% of coursework and Evaluated the respective course unit lecturers?
- ii. Do you have valid student identification and examination cards, **you will be required to show your identification documents to your lecturer on the webcam.**
- iii. Have you checked the timetable from your school email addresses and also posted in the Kirinyaga University's website.



2. The examination Day

a) Starting the examination

- i. Log in early because the invigilation session (ZOOM) requires each candidate to be allowed in by the lecturer, this may take time. The invigilators shall be available on the platform least 30 minutes to commencement of examination.
- ii. No candidate shall be admitted 30mins after the exam has started.
- iii. Click on **Exam** tab on the website (**and Not Masomo portal**), this will guide you to Exam portal for examination. Log in with exam portal credentials (same as masomo portal credentials that you used previously). Navigate to your school, course and current semester of study.



- iv. Click on the examination scheduled for that day, your examination will not be active until you click on the invigilation then click on join session.
27 August - 2 September

 Invigilation for Mock (Open first)

 Mock Examination 101

Restricted Not available unless: The activity **Invigilation for Mock (Open first)** is marked complete



KIRINYAGA UNIVERSITY

MOCK EXAMINATION FOR SEMESTER II 2019/2020

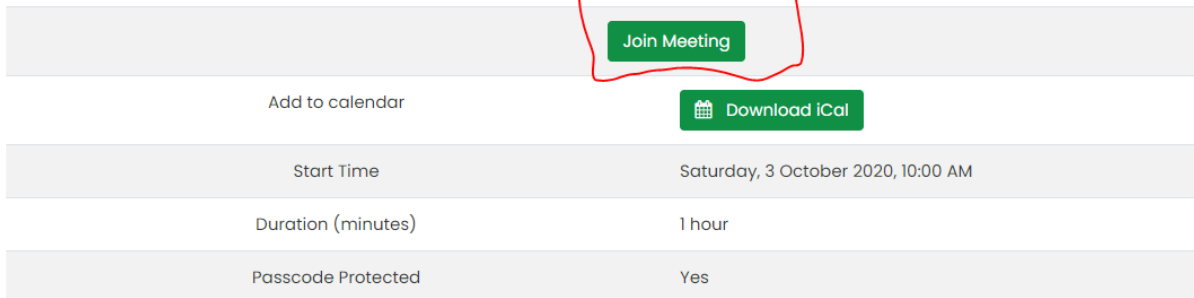
DATE: **1st October, 2020**

TIME ALLOCATED: 1 Hours

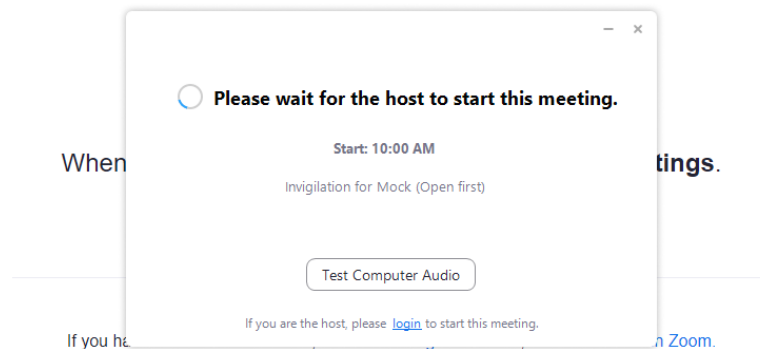
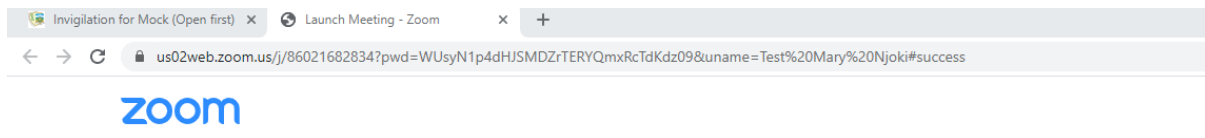
[Instructions](#)

- v. Once you click on Join Meeting, Invigilation session will open on a new Tab and will be launched via Zoom app, await the invigilator to admit you into the meeting, join the 'meeting with video and mute audio. No candidate will be allowed to proceed with the exam unless they join this session via video.

Invigilation for Mock (Open first)



Add to calendar	Download iCal
Start Time	Saturday, 3 October 2020, 10:00 AM
Duration (minutes)	1 hour
Passcode Protected	Yes



- i. Go back to examination tab, launch the safe examination browser and attempt the examination if you are using safe exam browser version 3.1 or else click on download configuration if you are using safe exam browser version 2.4.1.

This quiz opened at Thursday, 1 October 2020, 2:48 PM

This quiz will close on Saturday, 3 October 2020, 3:52 PM.

This quiz has been configured so that students may only attempt it using the Safe Exam Browser.

Grading method: First attempt

The config key or browser exam keys could not be validated. Please ensure you are using the Safe Exam Browser with correct configuration file.

[Download Safe Exam Browser](#)

[Launch Safe Exam Browser](#)

[Download configuration](#)

- ii. If your video is not on your invigilator will prompt you to share your video, when prompted repeat the above process.
- iii. An examination shall be deemed to be in progress from the time the candidate's logs in to the time they log out. **After logging in any activity by the student (e.g third party presence or movements in the room, unauthorized phone use) that breaks examination rules and regulations will lead to disqualification.**
 - b) **Examination Responses and Submission Requirements**
 - i. The duration for every examination shall be disclosed on the front page of the displayed examination, Candidates are expected to confirm the approved examination duration before commencement of the examination. The system timer shall commence and end the examination.
 - ii. Multiple choice questions (MCQs) and short essay questions will be answered directly into the system and submitted by students when they are through.
 - iii. In the case of hand written responses, ensure you finish examinations in ample time to be able to take and upload scans or photos

Note:

- They must be legible.
- Submission of answers/ responses to an examination will be disabled immediately after the allocated examination time lapses.

c) Management of Online Examinations

Students shall only be allowed a maximum of three log in attempts after which the system shall automatically block the student. Such a student shall immediately contact the office of the Registrar, ASA or ICT Support Team for assistance.

d) Handling Emergencies during Examinations

In the event of an emergency where the candidate cannot continue his/her examinations he shall inform the chief invigilator/Dean of school.

e) Disciplinary Offences for Online/Virtual Examinations

- i. All KyU rule and regulations governing examinations apply
- ii. The ZOOM invigilation video will be recorded and reviewed for quality assurance purposes. Any misconduct discovered during future review but was

missed during examination session can be used to nullify your examination results and appropriate penalty assigned as per KyU Examination Regulations.

NB

- a) Do not wait until the end of an examination time to start submitting the answers/responses as you may go over your allocated time which will result to penalization/disqualification.
- b) Do not lose track of time by concentrating on a single question
- c) Always read and understand the examination regulations and paper format required for every examination.
- d) Prepare well in advance by revising for the examinations and getting familiar to the system and computer hardware to be used for the online examination. Ensure your computer is updated and running smoothly since a slow computer and poor Internet connection may influence your performance negatively.