



## MEMORANDUM

TO : All Academic Staff  
FROM : Head - Academics  
DATE : July 24, 2019

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**SUBJECT : POLICY ON REPEAT COURSES & SUPPLEMENTARY EXAMS**

The policy on repeat course(s) and supplementary exam(s) is as outlined below;

- i. Repeat Course;
  - a) CA's are not carried forward to the next semester/academic calendar, but rather the student shall take all continuous assessment (CA) test/assignments in order to accrue a grade for CA in the repeat course.
  - b) Student(s) without accrued CA for the repeat course shall be deemed ineligible for the sessional examination sitting in the repeat course.
  - c) Consolidated score of the CA and Sessional Exam shall be used to determine the final grade obtained in the repeat course.
- ii. Supplementary Exams;
  - a) Accrued CA('s) from the previous semester/academic calendar shall be nullified.
  - b) Eligible candidates for supplementary examinations shall be graded based **only** on the score obtained in the Sessional Examination.
  - c) The student shall be assigned "bare pass" regardless the score obtained in the sessional exam if he/she clears the course.



Gabriel Musonda