

STANDARD OPERATING PROCEDURE (SOP)

TITLE: EXAM REGISTRATION PROCESS

SOP NUMBER:001

DEPARTMENTS: TEACHING AND LEARNING / ACADEMIC REGISTRY/ FINANCE

EFFECTIVE DATE: 01 AUGUST 2025

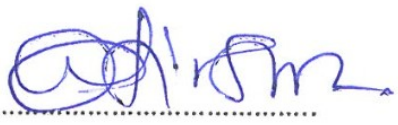
VERSION NUMBER: 001/2025

This SOP supersedes the previous version.

Prepared by: Teaching and Learning and Finance Department

Reviewed by: 

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Approved by: Dr I. Mutingwende (Registrar) Signature: 

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1. Purpose

To outline the step-by-step procedure for student exam registration to ensure consistency, accountability, and timely processing.

2. Scope

This SOP applies to all students, school administrators, heads of schools, and finance staff involved in the exam registration process.

3. Responsible Parties

- Students
- School Administrators
- Head of School
- Finance Office

4. Procedure

Step 1: Distribution of Registration Forms

- School administrators share the registration forms via official WhatsApp groups.
- Students are instructed to print two (2) copies of the registration form.
- School administrators share the correct module names and codes with students.
- Students complete the forms using the provided information.

Students can also be taught how to complete the forms during orientation or the first week of the semester's commencement.

Step 2: Registration Form Verification

- Students submit the completed forms to the School Administrator for verification.
- On the verification process, the school administrator is supposed to verify if the student has attached **certified copies** of the following:
 - ❖ Birth certificate
 - ❖ National ID
 - ❖ Academic certificates
 - ❖ Previous Hexco exam results
 - ❖ Exemption certificate for those with exemptions

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- Only verified and approved forms are cleared for payment.
- Approved students proceed to make payment at the Cash Office.

Step 3: Payment of exam fees

- To pay for exams, the student is first cleared for tuition fee payments.
- Only students who paid the required tuition fees are eligible to pay exam fees.
- Pay exam fees for the registered modules.
- Bridging students should register for one module.
- Student is supposed to collect 2 receipts, 1 is going to be attached to the registration form, and the other one is supposed to be taken home.

NB. Students are supposed to keep their receipts until the results are published.

Step 4: Verification and Submission of registration forms

- Registration forms are submitted at Parklane Campus Library; students must sign the submission register upon submitting.
- The School admin and or the Librarian is supposed to verify if the student has paid the correct amount according to the modules they are taking, as well as the documents mentioned in Step 2.

Step 5: Verification of Statement of Entry

Students must collect their statement for entry from their respective School administrators; they should take note of the following before leaving the school;

- Correct name
- Correct details of the date of birth
- Correct number of modules registered
- If there are any errors or anomalies, kindly return them promptly because these things have a limited time to get corrected
- If all details are correct, then one has to keep their statement of entry safe at home, awaiting to use it during the examination, as it is required; no one is allowed into the examination room without it.
- Students must sign the collection register upon receiving the Statement of entry

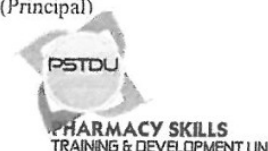
Failure to correct the statement of entry within the specified time, the institution won't be held accountable for the anomaly.

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Step 6: Examination timetable

The timetable will be shared with students via all our social media platforms and the notice board. The student must check if there are no clashes on dates. If there is a clash, they must report to the school administrator.

Step 7: Fees Clearance

Students should be cleared after paying tuition fees in full. Fees clearance dates will be communicated in our WhatsApp groups, emails, and social media platforms. Students should ensure they are added to these groups. To be cleared, one must bring:

- Exam receipt
- Statement of entry
- Fees receipt with a zero balance

Step 8: Exam Venue entry

To be admitted to the examination venue, students who have done the following:

- ❖ Fees clearance
- ❖ National ID
- ❖ HEXCO Statement of entry

NB: Only students with valid fee clearances will be eligible to enter the examination room.

- ❖ A student should sign and return this page as an acknowledgement that he/she has read and understood the contents of this SOP. This SOP must be submitted to the School administrator.

Student name:

Program:

Reg number:

Signature:

Date:

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