

# OFFICE OF THE PRESIDENT



National  
Institute of Public  
Administration



## MEMORANDUM

**TO :** All Staff and Students

**FROM :** Registrar and Board Secretary

**COPY :** Executive Director  
Deputy Executive Director, RIC  
Directors: MSD; BSD; LSD; DLD & PSD  
Deputy Registrar, Learners Affairs  
Manager - Marketing & Communications  
NIPASU President

**DATE :** 18<sup>th</sup> May, 2026

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### **SUBJECT: FINAL EXAMINATION TIMETABLE AND EXAMINATION GUIDELINES**

Reference is made to the above subject matter.

2. This serves to inform all students that the 2026 Semester One (1) final examination timetable, including the designated examination venues, is now available. Main Campus students can access the timetable through the student portal, while students at satellite campuses can access it via the NIPA website. Students are advised to regularly check the portal and website for any updates or changes that may arise from time to time.

3. Students are further reminded that:

- (i) **Mobile phones, bags, laptops,** and other unauthorized materials are **prohibited** in examination rooms.

- (ii) Where **multiple venues are indicated for an examination**, students should utilize all allocated venues and proceed to alternative venues once one is full.
- (iii) Students must be seated in their examination venues **at least thirty (30) minutes before the start** of the examination.
- (iv) **Examination malpractice** and any form of cheating will not be tolerated. Any student found guilty shall be disqualified from the affected course and all courses for the semester.

Your cooperation and adherence to the above guidelines will greatly contribute to

the successful administration of the examinations.



Nasilele Brian Nasilele (Esq)