



RICHARD ONDENG' LIBRARY

**Accessing and Retrieving Past Papers from the
PAC University Institutional Repository (GHALA)**

Introduction:

This guide will give you a step-by-step instruction on how to access and retrieve past exam papers from the PAC university institutional repository (GHALA) for academic use. You can access them both on campus and remotely without having to log in.

Step 1:

- ▶ Go to the browser and type <https://pacuniversity.ac.ke> to access Pan Africa Christian University Website

The screenshot displays the website's header and main content area. The top navigation bar is dark green with white text for contact information: a phone number (+254730955000), an email address (admissions@pacuniversity.ac.ke), and social media icons for Facebook, Twitter, Instagram, LinkedIn, and YouTube. On the right side of the header, there is a search icon, a search bar, and links for 'LIBRARY', 'E-LEARNING', and 'STUDENT PORTAL'. Below the header, the university's logo is on the left, featuring a map of Africa and the text 'Pan Africa Christian University'. To the right is a photograph of a large, modern building with a red-tiled roof and arched windows. A dark brown navigation menu is positioned below the logo and photo, containing links for 'Home', 'About PAC', 'Admissions', 'PAC Institute', 'Academics', 'Research', 'Student Life', 'Alumni', 'Media', and 'Contact Us'. The main content area features a large photograph of the university building's entrance, which has 'PAN AFRICA CHRISTIAN UNIVERSITY' written on the facade. A yellow directional signpost is visible in the foreground, listing various campus locations. On the left side of the main image, there is a green circular icon with a white accessibility symbol. On the right side, there is a white chat bubble with a green WhatsApp icon and the text 'Need Help? Chat with us on Whatsapp'. At the bottom right of the main image, there is a green button with a white speech bubble icon and the text 'Lets CHAT'.

Step 2:

Click on library tab on the right side of the screen to go to the library website

The screenshot displays the website's header and main content area. The top navigation bar is dark green with white text for contact information: +254730955000, admissions@pacuniversity.ac.ke, and enquiries@pacuniversity.ac.ke | +254730955555. A search icon is on the left, and navigation links for LIBRARY, E-LEARNING, and STUDENT PORTAL are on the right. The LIBRARY link is circled in red. Below the header is the university logo and name: Pan Africa Christian University. A navigation menu below the logo includes Home, About PAC, Admissions, PAC Institute, Academics, Research, Student Life, Alumni, Media, and Contact Us. The main content area features a large image of the university building with a sign that reads PAN AFRICA CHRISTIAN UNIVERSITY. A yellow signpost in front of the building lists various campus locations. A WhatsApp chat button is visible in the bottom right corner.

+254730955000 | admissions@pacuniversity.ac.ke | enquiries@pacuniversity.ac.ke | +254730955555

LIBRARY E-LEARNING STUDENT PORTAL

Pan Africa Christian University

Home About PAC Admissions PAC Institute Academics Research Student Life Alumni Media Contact Us

PAN AFRICA CHRISTIAN UNIVERSITY

LIBRARY
E-LEARNING
STUDENT PORTAL

Need Help? Chat with us on Whatsapp

Lets CHAT

□ Step 3:

Click on the Ghala- PAC University Repository on the left side of the library web page

The screenshot shows the library website's navigation bar with the following links: GHALA- PAC UNIVERSITY REPOSITORY (circled in red), OFF-CAMPUS ACCESS, LIBRARY CATALOGUE, UNIVERSITY EXAMSBANK, UNIVERSITY WEBSITE, and NEW ARRIVALS. The main banner displays the Pan Africa Christian University logo and the word 'LIBRARY'. The green navigation bar includes links for Home, About Library, Electronic Resources, Off Campus Access, Research Support, Help, and Contact Us. The 'USEFUL RESOURCES' section lists links for CONTACT Library Resources, CORE, New Advent, CCEL, and Consortium of Pentecostal Archive. The 'SEARCH ENGINES' section lists links for CORE, Google Scholar, and Library Genesis. A carousel of images shows library staff and students engaged in various activities.

This will take you to the University Institutional Repository (GHALA) homepage.



The screenshot shows a web browser window with the address bar displaying "repo.pacuniversity.ac.ke/home". The page features a large green banner with the title "Ghala- PAC University Repository" and a descriptive paragraph. Below the banner is a search bar with the placeholder text "Search Ghala ..." and a green "Search" button. The main content area is titled "Communities in Ghala" and includes the text "Select a community to browse its collections." and "Now showing 1 - 10 of 10". A small icon is visible in the bottom right corner of the content area.

repo.pacuniversity.ac.ke/home

Ghala- PAC University Repository

Ghala is the institutional repository of the PAC University, managed by the University Library Team. The Repository is committed to store and preserve the University's research outputs. Research outputs can include, but are not limited to, publications, conference proceedings, book chapters, monographs, theses, various forms of research data (video recordings, spreadsheets, computational scripts, code, images etc.), archives, presentations and others.

Communities in Ghala

Select a community to browse its collections.

Now showing 1 - 10 of 10

Archives **1**

□ **Step 4:**

Under communities on the Ghala home page, scroll down and click on the **University Exams Bank (UE)** tab. This will lead you to the exams

Search Ghala ... Q Search

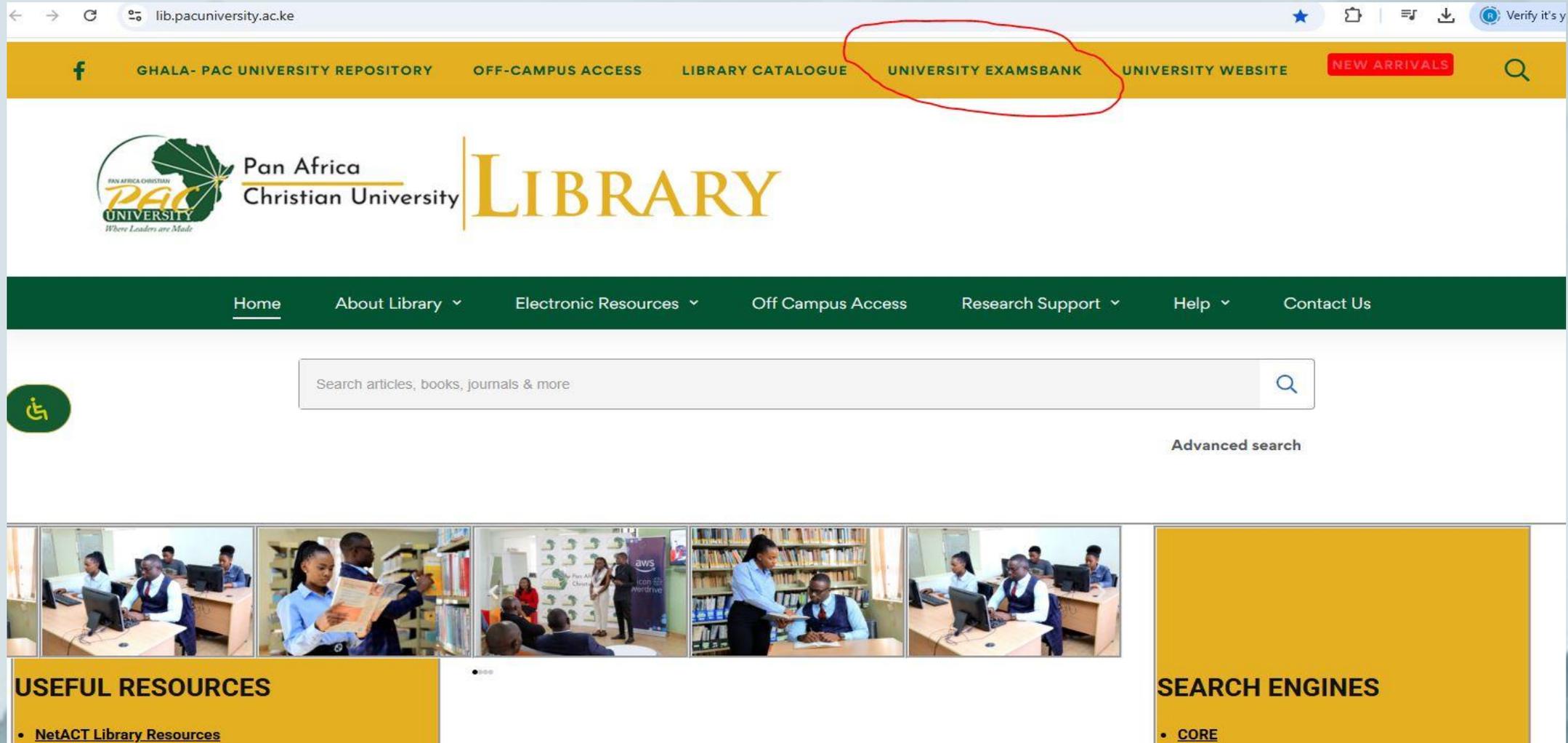
Communities in Ghala

Select a community to browse its collections.

Now showing 1 - 9 of 9 RSS

- Archives **1**
- Booklets **5**
- Books, Book Reviews & Book Chapters (BC) **85**
- Conference Proceedings/Post Graduate Books of Abstracts **3**
- Journals & Articles (JA) **273**
- Library **2**
- Public Lectures & Speeches **3**
- Theses & Dissertations (TD) **206**
- University ExamsBank (UE) **1006****

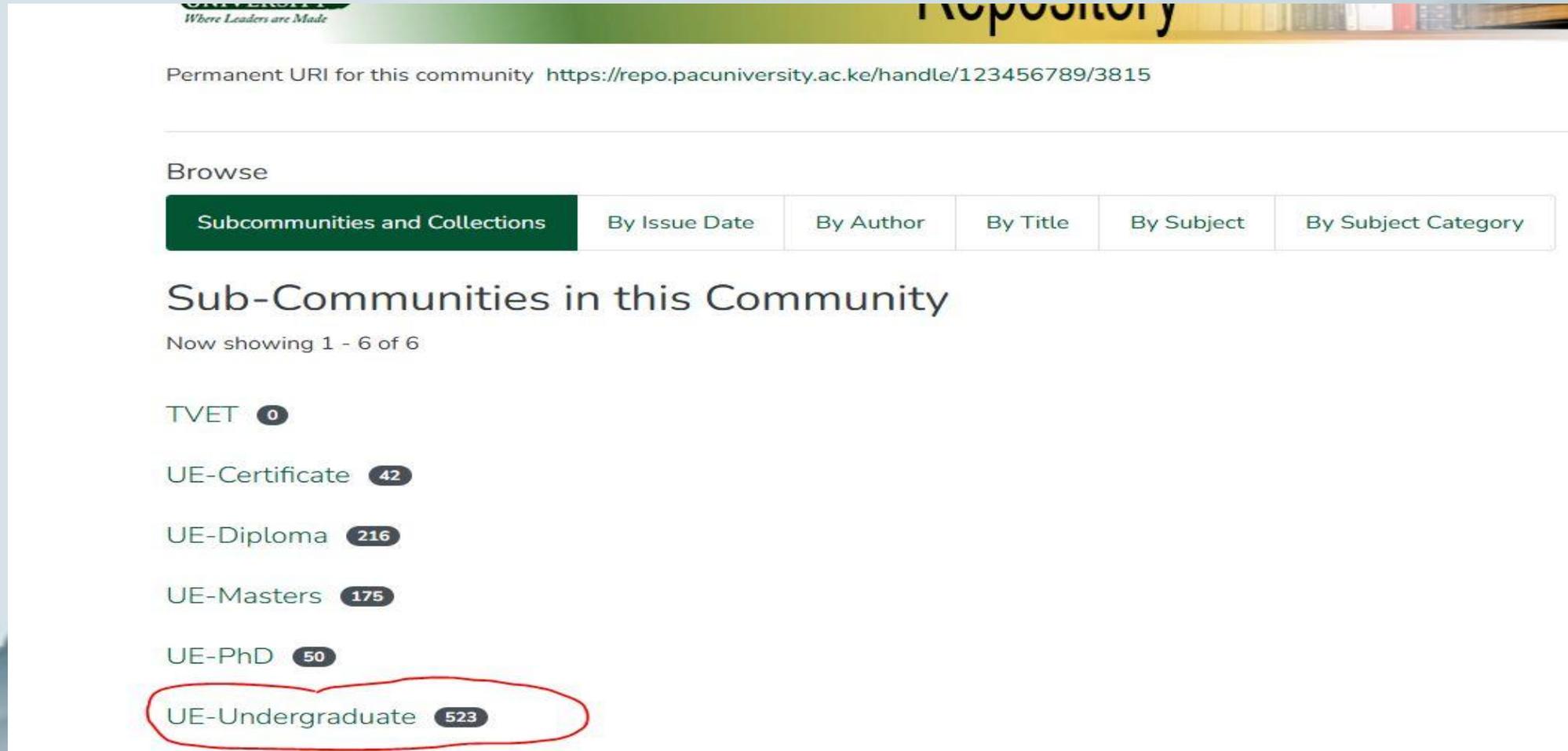
Alternatively, On library Website, click on ‘**University Exam bank**’ at the top of the page. This will take you to university exam bank page.



The screenshot shows the library website interface. At the top, a yellow navigation bar contains several links: 'GHALA - PAC UNIVERSITY REPOSITORY', 'OFF-CAMPUS ACCESS', 'LIBRARY CATALOGUE', 'UNIVERSITY EXAMSBANK' (circled in red), 'UNIVERSITY WEBSITE', and 'NEW ARRIVALS'. Below this is the library's logo and name: 'Pan Africa Christian University LIBRARY'. A green navigation bar below the logo contains links for 'Home', 'About Library', 'Electronic Resources', 'Off Campus Access', 'Research Support', 'Help', and 'Contact Us'. A search bar is present with the placeholder text 'Search articles, books, journals & more' and a magnifying glass icon. Below the search bar is a green circular icon with a white accessibility symbol and the text 'Advanced search'. The main content area features a row of five images showing students and staff in a library setting. Below the images are two yellow boxes: 'USEFUL RESOURCES' with a link to 'NetACT Library Resources' and 'SEARCH ENGINES' with a link to 'CORE'.

□ Step 5:

After it opens, narrow down to your specific school or department by following the prompts starting with the academic level so that you find the relevant exams for different units.



The screenshot shows a digital repository interface. At the top, there is a green banner with the text "Where Leaders are Made" and a yellow banner with the word "Repository". Below the banners, the permanent URI for the community is displayed: <https://repo.pacuniversity.ac.ke/handle/123456789/3815>. Under the "Browse" section, there are several navigation buttons: "Subcommunities and Collections" (highlighted in green), "By Issue Date", "By Author", "By Title", "By Subject", and "By Subject Category". The main heading is "Sub-Communities in this Community", followed by "Now showing 1 - 6 of 6". A list of sub-communities is shown, each with a name and a count in a dark circle: TVET (0), UE-Certificate (42), UE-Diploma (216), UE-Masters (175), UE-PhD (50), and UE-Undergraduate (523). The "UE-Undergraduate" entry is circled in red.

Sub-Community	Count
TVET	0
UE-Certificate	42
UE-Diploma	216
UE-Masters	175
UE-PhD	50
UE-Undergraduate	523

□ Step 6:

Sort the list based on the title so that the exams are arranged alphabetically using unit code.

Permanent URI for this collection <https://repo.pacuniversity.ac.ke/handle/123456789/4047>

Browse

Recent Submissions By Issue Date By Author **By Title** By Subject By Subject Category

Filter results by typing the first few letters

Now showing 1 - 20 of 42



Item **Open Access**
CC0U 4133 GENDER STUDIES
(PAC University, 2024-11-13) PAC University



Item **Open Access**
COU 1113 LIFE SKILLS AND PERSONAL DEVELOPMENT
(Pac University, 2024-10-08) Pac University



Item **Open Access**
COU 1233 INTRODUCTION TO PSYCHOLOGY

□ Step 7:

Scroll through the list until you find your specific unit. Once you find the unit, click on it.

UE-Department of Psychology

Permanent URI for this collection <https://repo.pacuniversity.ac.ke/handle/123456789/4047>

Browse

Recent Submissions	By Issue Date	By Author	By Title	By Subject	By Subject Category
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Filter results by typing the first few letters **Browse**

Now showing 1 - 20 of 42



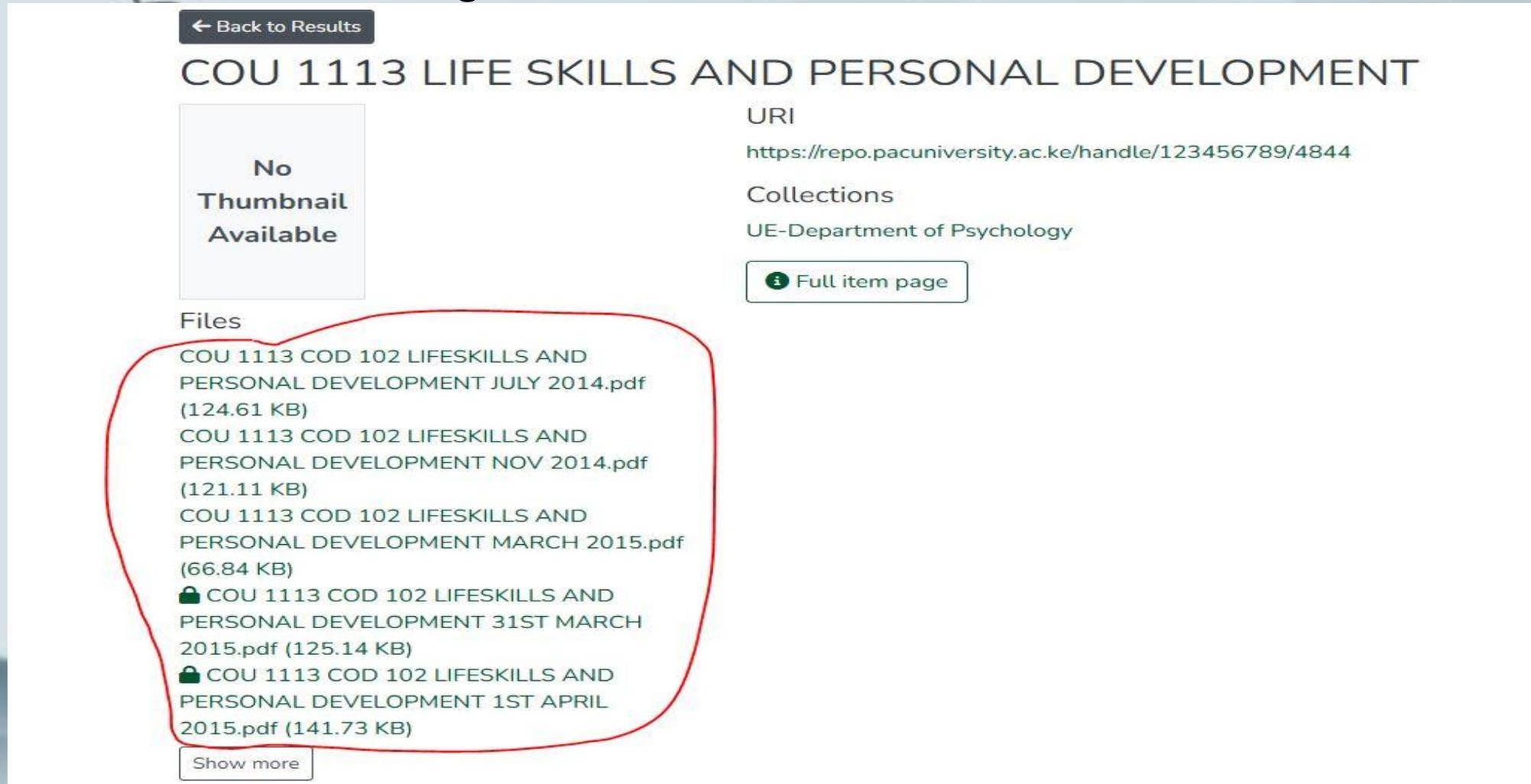
Item **Open Access**
CC0U 4133 GENDER STUDIES
(PAC University, 2024-11-13) PAC University



Item **Open Access**
COU 1113 LIFE SKILLS AND PERSONAL DEVELOPMENT
(Pac University, 2024-10-08) Pac University

□ Step 8:

It will open a new page that has different past exam papers for than unit. The papers are arranged chronologically from the oldest to the newest. Go through the list.



[← Back to Results](#)

COU 1113 LIFE SKILLS AND PERSONAL DEVELOPMENT

No Thumbnail Available

URI
<https://repo.pacuniversity.ac.ke/handle/123456789/4844>

Collections
UE-Department of Psychology

[Full item page](#)

Files

- COU 1113 COD 102 LIFESKILLS AND PERSONAL DEVELOPMENT JULY 2014.pdf (124.61 KB)
- COU 1113 COD 102 LIFESKILLS AND PERSONAL DEVELOPMENT NOV 2014.pdf (121.11 KB)
- COU 1113 COD 102 LIFESKILLS AND PERSONAL DEVELOPMENT MARCH 2015.pdf (66.84 KB)
-  COU 1113 COD 102 LIFESKILLS AND PERSONAL DEVELOPMENT 31ST MARCH 2015.pdf (125.14 KB)
-  COU 1113 COD 102 LIFESKILLS AND PERSONAL DEVELOPMENT 1ST APRIL 2015.pdf (141.73 KB)

[Show more](#)

□ Step 9:

If you can't see current papers, click on “**show more**” under the past papers list until it shows all papers.

← Back to Results

COU 1113 LIFE SKILLS AND PERSONAL DEVELOPMENT

No Thumbnail Available

URI
<https://repo.pacuniversity.ac.ke/handle/123456789/4844>

Collections
UE-Department of Psychology

[Full item page](#)

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[Show more](#)

□ Step 10:

Click on a specific paper you want from the list. This will download the paper and you will be able to access it offline.

The screenshot shows the Pan Africa Christian University Institutional Repository interface. At the top, there is a navigation bar with the university logo, the text 'Pan Africa Christian University', and links for 'Institutional Repository', 'Communities & Collections', 'Browse Ghala', and 'Statistics'. Below this is a breadcrumb trail: 'Home • University ExamsBank (UE) • UE-Undergraduate • UE-School of Humanities ... • UE-Department of Psycho...'. The main content area features a 'Back to Results' button, the title 'COU 1113 LIFE SKILLS AND PERSONAL DEVELOPMENT', and a 'No Thumbnail Available' placeholder. To the right, there is a 'URI' field with the URL 'https://repo.pacuniversity.ac.ke/handle/123456789/4844', a 'Collections' field with 'UE-Department of Psychology', and a 'Full item page' button. Below these fields is a 'Files' section listing four PDF documents. The second document, 'COU 1113 COD 102 LIFESKILLS AND PERSONAL DEVELOPMENT NOV 2014.pdf (121.11 KB)', is circled in red.

Pan Africa Christian University Institutional Repository

Communities & Collections Browse Ghala ▾ Statistics

Home • University ExamsBank (UE) • UE-Undergraduate • UE-School of Humanities ... • UE-Department of Psycho...

← Back to Results

COU 1113 LIFE SKILLS AND PERSONAL DEVELOPMENT

No Thumbnail Available

URI
<https://repo.pacuniversity.ac.ke/handle/123456789/4844>

Collections
UE-Department of Psychology

[Full item page](#)

Files

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- COU 1113 COD 102 LIFESKILLS AND PERSONAL DEVELOPMENT NOV 2014.pdf (121.11 KB)
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- COU 1113 COD 102 LIFESKILLS AND PERSONAL DEVELOPMENT 31ST MARCH 2015.pdf (125.14 KB)

NOTE:

- ❖ Make sure you use the exact unit title or unit code to search and not the subject area.
- ❖ Cross-check the spellings of your entries, as an error in spelling will mean incorrect or no results.
- ❖ Don't input both title and unit code at the same time, as it will reduce the possibility of finding the specific paper by increasing the chances of making errors.
- ❖ For university common units, Access them immediately when you click on the different academic levels before narrowing down to schools.
- ❖ When on the GHALA homepage, you don't need to log in. just proceed to search for your specific resource following the instructions given.



THANK YOU