



THE KENYA NATIONAL EXAMINATIONS COUNCIL

KNEC/GEN/TD/PSE/BUS/TT/30/2018

2018 NOVEMBER BUSINESS EXAMINATIONS TIMETABLE

BUSINESS EDUCATION SINGLE AND GROUP CERTIFICATE (S & G SUBJECTS) BUSINESS TECHNICAL EDUCATION PROGRAMME (BTEP) TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING (TVET) BUSINESS MANAGEMENT COURSES (BMC)

1.0 GENERAL INSTRUCTIONS

- 1.1 The time allowed for each paper is indicated against the name of the paper and **NO EXTRA TIME IS TO BE ALLOWED**. In case of any discrepancy, the time stated on the question paper should be taken as correct.
- 1.2 Visually handicapped candidates will NOT be given extra time other than what is stated on their respective papers. They are allowed 30 minutes over and above the times indicated on this timetable for all subjects.
- 1.3 Any time allocated to reading through questions is included in the total time shown, except when special paper instructions indicate otherwise.
- 1.4 **IMPORTANT NOTICE:**
 - 1.4.1 Your attention is drawn to the regulations governing the conduct of candidates on page 20.
 - 1.4.2 Supervisors **MUST** ensure that candidates have written their names and index numbers on their answer scripts before they take the scripts from candidates.

2.0 EXAMINATION PERIOD AND DATES

2.1 ORAL PAPERS/ PROJECTS

DAY & DATE	EXAMINATION		SUBJECT CODE & NAME		DURATION
WEDNESDAY 7 TH TO FRIDAY 9 TH NOVEMBER 2018	S & G	1.	1056	Foundations of French (Oral)	30 min
	BTEP/TVET	2.	1918/103/2, 1919/103/2	French I(Oral)	45 min
		3.	1918/106/2, 1919/106/2	German I(Oral)	30 min
		4.	1918/204/2, 1919/204/2	French II (Oral)	45 min
		5.	1918/208/2, 1919/208/2	German II (Oral)	30 min
		6.	2812/304/2	German Paper 2 (Oral)	30 min
		7.	2812/308/2	French Paper 2 (Oral)	30 min
		8.	2912/107/2, 2918/107/2	French I (Oral)	30 min
		9.	2912/109/2, 2918/109/2	German I (Oral)	30 min
		10.	2912/206/2, 2918/206/2	French II (Oral)	45 min
		11.	2912/208/2, 2918/208/2	German II (Oral)	30 min
		12.	2912/305/2, 2918/305/2	French III (Oral)	30 min
		13.	2912/307/2, 2918/307/2	German III (Oral)	30 min
Dates of submission will be communicated to the institutions by e-mail.	BMC	14.	7023/377, 7033/277	Research Study-Project	Upload of Projects & Course Work Assessment Marks
	BTEP/TVET	15.	207, 306 & 307	BTEP Craft, Diploma & Higher Diploma	
		16.	107 & 207	TVET Craft	
		17.	107/108 & 307/308	TVET Diploma	
FRIDAY 9 TH NOVEMBER 2018	ALL	18.	REHEARSAL		

2.2 WRITTEN & PRACTICAL PAPERS

DAY & DATE	TIME	EXAMINATION	SUBJECT CODE & NAME			DURATION
DAY 1 MONDAY 12 TH NOVEMBER 2018	8.00 AM	BTEP	19.	2810/302	Legal Shorthand (100 wpm)	-
		S&G	20.	1274	Shorthand I (70 wpm)	-
			21.	2341A	Information Communication Technology II (Theory)	1 Hour
			22.	3101	Cost Accounting III	3 Hours
		TVET	23.	1901/104A	Information Communication Technology I - Paper 1 (Theory)	2 Hours
			24.	1901/204A	Information Communication Technology II - Paper 1 (Theory)	1 Hour
			25.	1902/102	Principles and Practice of Marketing	3 Hours
			26.	1907/101	Nature of Cooperative Movement	3 Hours
			27.	1908/101	Elements of Human Resource Management	3 Hours
			28.	1918/101, 1919/101	Fundamentals of Tourism	3 Hours
			29.	1920/102A	Computer Applications I - Paper 1 (Theory)	1 Hour
			30.	1920/202A	Computer Applications II-Paper 1 (Theory)	1 Hour
			31.	1926/206	Human Resource Records Management	3 hours
	11.30 AM	S&G	32.	2274	Shorthand II (90 w.p.m.)	-
		BTEP	33.	3801/205	Company Secretarial Practice	3 Hours
			34.	3813/104A, 3817/104A	Automation in Information Systems Paper 1 (Theory)	1 Hour
		TVET	35.	1925/101	Introduction to Shipping	3 Hours
			36.	2901/109A	Information Communication Technology I - Paper 1 (Theory)	2 Hours
			37.	2901/205A	Information Communication Technology II - Paper 1 (Theory)	1 Hour
			38.	2901/304A	Information Communication Technology III - Paper 1 (Theory)	2 Hours
			39.	2902/101	Principles and Practice of Selling	3 Hours
			40.	2903/102, 2906/102, 2907/102, 2914/102, 2922/102, 2924/102, 2925/102, 2926/102, 2927/102	Financial Accounting	3 Hours
			41.	2908/101	Foundations of Human Resource Management	3 Hours
			42.	2909/101	Road Transport Management	3 Hours
			43.	2912/101, 2918/101	Fundamentals of Tourism	3 Hours
			44.	2913/101	Collection Management	3 Hours
			45.	2913/207	Organization and Retrieval of Information	3 Hours
			46.	2920/102A	Computer Applications I - Paper 1 (Theory)	2 Hours
			47.	2920/202A	Computer Applications II - Paper 1 (Theory)	2 Hours
			48.	2921/101	Applied Science and Mathematics	3 Hours
			49.	2922/205A	Project Management Information Systems - Paper 1 (Theory)	2 Hours
			50.	2924/101	Investment Environment	3 Hours
			51.	2925/101	Introduction to Shipping	3 Hours
			52.	2926/101	Foundations of Human Resource Management190	3 Hours
			53.	2928/101, 2929/101, 2930/101	Introduction to Mass Communication	3 Hours

DAY & DATE	TIME	EXAMINATION	SUBJECT CODE & NAME			DURATION
DAY 2 TUESDAY 13 TH NOVEMBER 2018	8.00 AM	BTEP	54.	1801/301, 1802/305, 1805/305, 1806/305, 1808/301	Communication and Report Writing	3 Hours
			55.	2801/304, 2810/304	Business English	3 Hours
		S&G	56.	1042	Communication Skills I	2½ Hours
		TVET	57.	1901/105	Communication Skills I	3 Hours
			58.	1901/203	Communication Skills II	3 Hours
			59.	1902/105, 1903/105, 1906/105, 1907/105, 1908/105, 1909/105, 1913/105, 1916/105, 1918/105, 1919/105, 1920/105, 1922/105, 1923/105, 1924/105, 1925/105, 1926/105	Communication	3 Hours
	11.30 AM	S&G	60.	2042	Communication Skills II	3 Hours
			61.	3041	Business English III	3 Hours
		TVET	62.	2901/110	Communication I	3 Hours
			63.	2901/204	Communication II	3 Hours
			64.	2902/104, 2908/104, 2912/104, 2918/104, 2920/104, 2921/104	Communication	3 Hours
			65.	2903/104, 2906/104, 2907/104, 2909/104, 2913/104, 2914/104, 2922/104, 2924/104, 2925/104, 2926/104, 2927/104	Communication Skills	3 Hours
			66.	2928/104, 2929/104, 2930/104	Communication Skills	3 Hours
DAY 3 WEDNESDAY 14 TH NOVEMBER 2018	8.00 AM	BTEP	67.	2806/305	Human Resource Management and Industrial Relations	3 Hours
			68.	2815/101	Cargo Storage and Warehousing	3 Hours
			69.	2815/301	Shipping Principles & Practice	3 Hours
		S & G	70.	1341A	Information Communication Technology I (Theory)	2 Hours
			71.	2032	Business Calculations II	2½ Hours
			72.	3341A	Information Communication Technology III (Theory)	1 Hour

DAY & DATE	TIME	EXAMINATION	SUBJECT CODE & NAME			DURATION
		S & G/TVET	73.	2273, 1801/304, 1901/202, 2901/202	Shorthand II (80 wpm)	-
			74.	3174, 2902/203	Legal Aspects in Sales and Marketing	3 Hours
			75.	3072, 2906/301, 2926/301	Organization Theory and Behaviour	3 Hours
		TVET	76.	1902/104A, 1903/104A, 1906/104A, 1907/104A, 1908/104A, 1909/104A, 1916/104A, 1918/104A, 1919/104A, 1922/104A, 1923/104A, 1924/104A, 1925/104A	Information Communication Technology (Theory)	1 Hour
			77.	1909/201	Clearing and Forwarding	3 Hours
			78.	1913/101	Library and Information Centre Operations	3 Hours
			79.	1907/202, 1916/202, 1923/202, 1924/202, 1925/202, 1926/202	Financial Accounting	3 Hours
			80.	1922/201	Principles of Accounting	3 Hours
			81.	2906/201, 2926/201, 2927/201	Office Administration and Management	3 Hours
			82.	2907/202	Co-operative Accounting	3 Hours
			83.	2908/301	Organization Theory and Behaviour	3 Hours
			84.	2912/201	Tourism Economics	3 Hours
			85.	2912/301, 2918/301	Tourism Marketing	3 Hours
			86.	2913/201	Archives Management	3 Hours
			87.	2913/301	Information Retrieval and Dissemination	3 Hours
			88.	2920/106	Computational Mathematics	3 Hours
			89.	2921/201	Petroleum Marketing and Regional Petroleum Supply Chain	3 Hours
			90.	2921/301	Liquefied Petroleum Gas	3 Hours
			91.	2924/301	Investment Policy and Regulatory Framework	3 Hours
			92.	2925/301	Shipping and Chartering Practice	3 Hours
	11:30 AM	BMC	93.	7012/101, 7032/101	Statistics	3 Hours
			94.	7023/101	Cost Accounting II	3 Hours
			95.	7023/202	The Purchasing Function	3 Hours
			96.	7023/301	Supplies and Materials Management	3 Hours
			97.	7033/101	Management and Organization Theory	3 Hours
			98.	7043/211	Law Relating to Banking	3 Hours
		BTEP	99.	1801/305	Secretarial Duties	3 Hours
			100.	2808/301	Accounting & Control	3 Hours

DAY & DATE	TIME	EXAMINATION	SUBJECT CODE & NAME			DURATION
			101.	2814/101	Commercial Practice & Bookkeeping	3 Hours
			102.	2814/201	Marketing & Research in Small Business Enterprises	3 Hours
			103.	2814/301	Sectoral Based Operations	3 Hours
			104.	2815/201	Port Operations	3 Hours
			105.	3801/202	Public Relations	3 Hours
		S & G	106.	1223	Foundations of Accounting	3 Hours
			107.	3151	Financial Management III	3 Hours
			108.	3272, 3372	Shorthand III (110 wpm)	-
			109.	3302	Supplies Management	3 Hours
			110.	3308	Purchasing Management	3 Hours
		S & G/TVET	111.	2262, 1901/106	Secretarial Duties	3 Hours
			112.	3175, 2902/301	International Marketing	3 Hours
		TVET	113.	1902/201	Consumer Behaviour	3 Hours
			114.	1903/201, 1906/201, 1926/201	Office Organization	3 Hours
			115.	1918/201	Tour Operations	3 Hours
			116.	1919/201	Travel Operations	3 Hours
			117.	2901/107	Secretarial Duties	3 Hours
			118.	2902/103A, 2903/103A, 2906/103A, 2907/103A, 2908/103A, 2909/103A, 2912/103A, 2913/103A, 2914/103A, 2918/103A, 2921/103A, 2922/103A, 2924/103A, 2925/103A, 2926/103A, 2927/103A, 2928/103A, 2929/103A, 2930/103A	Information Communication Technology (Theory)	2 Hours
			119.	2903/201	Purchasing Management	3 Hours
			120.	2907/301	Public Relations	3 Hours
			121.	2922/201	Project Quality Management	3 Hours
			122.	2922/305	Fundamentals of Strategic Management	3 Hours
			123.	2924/201	Asset Management	3Hours
DAY 4 THURSDAY 15 TH NOVEMBER 2018	8:00 AM	BMC	124.	7011/102, 7021/102, 7031/102	Introduction to Law	2½ Hours
			125.	7022/101	Principles of Warehousing and Inventory Control	3 Hours
			126.	7033/102	Financial Management	3 Hours
			127.	7033/201	Production and Operation Management	3 Hours
			128.	7043/102	Principles and Practice of Communication	3 Hours
		BTEP	129.	1801/302, 1803/304, 1808/303	Commerce	3 Hours
			130.	2814/102	Entrepreneurial Opportunities & Business Environment	3 Hours

DAY & DATE	TIME	EXAMINATION	SUBJECT CODE & NAME			DURATION
			131.	2814/202	Managing Small Business Enterprises	3 Hours
			132.	2814/302	Production Management & Quantitative Methods	3 Hours
			133.	2815/202	Freight Clearing, Forwarding and Insurance	3 Hours
			134.	2815/302	Shipping Economics & International Trade	3 Hours
			135.	3808/201	Fundamentals of Human Resource Management	3 Hours
			136.	3813/201	Management of User Services	3 Hours
			137.	3817/201	Archives Management	3 Hours
		S & G	138.	1052	Foundations of French(Written)	2½ Hours
			139.	1062	Business Kiswahili I	2½ Hours
			140.	3152	Financial Management III	3 Hours
			141.	3178	Marketing Planning and Control	3 Hours
			142.	3313	Clearing and Forwarding	3 Hours
		S & G/BTEP	143.	3321, 2801/301	Typewriting (50 wpm)	¾ Hours
		S & G/TVET	144.	1273, 1901/102, 2901/102	Shorthand I (60 wpm)	-
			145.	3307, 2903/301	Purchasing and Supply Strategy	3 Hours
		TVET	146.	1902/202	Marketing Communication	3 Hours
			147.	1907/102	Co-operative Banking	3 Hours
			148.	1907/201	Co-operative Law	3 Hours
			149.	1916/201	Fundamentals of Containerization & Transport Logistics	3 Hours
			150.	1922/103	Fundamentals of Project Management	3 Hours
			151.	1922/203	Project Financing	3 Hours
			152.	1924/101	Fundamentals of Investment	3 Hours
			153.	1925/103	Shipping Documentation	3 Hours
			154.	2901/203	Accounting	3 Hours
			155.	2902/302	Marketing Planning	3 Hours
			156.	2906/306, 2924/306, 2926/306	Financial Management	3 Hours
			157.	2907/101	Nature of Cooperative Movement	3 Hours
			158.	2907/201	Co-operative Law	3 Hours
			159.	2909/301	Road Transport Policy and Planning	3 Hours
			160.	2912/304, 2918/304	Ecotourism	3 Hours
			161.	2913/102	Records Management	3 Hours
			162.	2913/202	System Analyses and Design	3 Hours
			163.	2913/302	Marketing of Information Services	3 Hours
			164.	2914/105	Business Environment	3 Hours
			165.	2921/102	Fundamentals of Energy Sources and Production	3 Hours
			166.	2921/202	Petroleum Transportation and Legal Regulatory Framework	3 Hours
			167.	2921/302	Aviation	3 Hours
			168.	2924/302	Portfolio Management	3 Hours
			169.	2925/107	Shipping Documentation	3 Hours
			170.	2925/201	Cargo and Terminal Operations	3 Hours
			171.	2925/302	Clearing and Forwarding	3 Hours
			172.	2928/102, 2929/102, 2930/102	Logic and Critical Thinking	3 Hours
	11:30 AM	BMC	173.	7023/102	Office Organization and Practice	3 Hours

DAY & DATE	TIME	EXAMINATION	SUBJECT CODE & NAME			DURATION
			174.	7032/104	Economics and Business Environment	3 Hours
			175.	7043/212	Monetary Economics	3 Hours
		BTEP	176.	2815/102	Customs Procedures	3 Hours
		S & G	177.	1192	Office Procedures I	2 Hours
			178.	2192	Office Procedures II	2½ Hours
			179.	3173	Sales Management	3 Hours
			180.	3273, 3373	Shorthand III (120 wpm)	-
			181.	3274, 3374	Shorthand III (130 wpm)	-
			182.	3275, 3375	Shorthand III (140 wpm)	-
			183.	3276, 3376	Shorthand III (150 wpm)	-
		S & G\TVET	184.	3309, 2903/202	Public Procurement and Finance	3 Hours
		S & G\TVET\BTEP	185.	3271, 3371, 2801/302, 2901/302	Shorthand III (100 wpm)	-
		TVET	186.	1908/201	Practice of Human Resource Management	3 Hours
			187.	1909/202	Basic Motor Vehicle Care and Servicing	3 Hours
			188.	1918/202, 1919/202	Touristic Geography	3 Hours
			189.	1923/203	Supplies Operations	3 Hours
			190.	2902/201	Sales Management	3 Hours
			191.	2903/107	Warehousing Operations and Stock Control	3 Hours
			192.	2907/305	Managerial Accounting	3 Hours
			193.	2908/102	Office Administration and Management	3 Hours
			194.	2912/102, 2918/102	Tour Guiding and Travel Operations	3 Hours
			195.	2918/202	Recreation Guiding	3 Hours
			196.	2918/302	Tourism Law	3 Hours
			197.	2920/101	Introduction to Information Communication Technology and Ethics	3 Hours
			198.	2920/201	Systems Analysis and Design	3 Hours
			199.	2922/101	Fundamentals of Project Management	3 Hours
			200.	2922/202	Project Procurement and Management	3 Hours
			201.	2922/304	Legal Issues in Project Management	3 Hours
			202.	2924/203	Risk Management	3 Hours
DAY 5 FRIDAY 16 TH NOVEMBER 2018	8:00 AM	BMC	203.	7022/102	Business Organization	3 Hours
			204.	7023/201	Stores Management and Stock Control	3 Hours
			205.	7023/302	Purchasing Practice and Techniques	3 Hours
			206.	7043/213	Accountancy	3 Hours
		BTEP	207.	0801/201	Typewriting (30 wpm)	2½ Hours
			208.	0802/201	Salesmanship	2½ Hours
			209.	0803/201	Storekeeping	2½ Hours
			210.	1803/301, 1804/301, 1805/301, 1806/301, 1807/301/2,	Financial Accounting	3 Hours
			211.	2802/301	Marketing Management	3 Hours
			212.	2803/301	Purchasing Principles and Techniques	3 Hours
			213.	2805/301	The Monetary & Financial Systems	3 Hours
			214.	2807/301	Co-operative Accounting	3 Hours
			215.	2808/302, 2809/302, 2811/302	Labour & Industrial Relations	3 Hours

DAY & DATE	TIME	EXAMINATION	SUBJECT CODE & NAME			DURATION
			216.	2815/203	Management Practice	3 Hours
			217.	2815/303	Legal Aspects of Shipping	3 Hours
			218.	3813/202	Publishing and Book Trade	3 Hours
			219.	3817/202	Administrative History	3 Hours
		S & G	220.	3102	Advanced Cost Accounting	3 Hours
			221.	3322, 3323, 3324, 3325, 3326, 3327, 3328, 3329, 3330	Typewriting III Open Speed (51 wpm and above)	10 Minutes
			222.	3303	Principles of Procurement and Distribution	3 Hours
		TVET	223.	1902/101	Principles and Practice of Selling	3 Hours
			224.	1903/101	Warehousing Operations and Stock Control	3 Hours
			225.	1907/203	Co-operative Accounting	3 Hours
			226.	1916/101	Sea Port Operations	3 Hours
			227.	1916/206	Sales & Marketing	3 Hours
			228.	1918/203, 1919/203	Touristic History	3 Hours
			229.	1920/101	Introduction to Information Communication Technology	3 Hours
			230.	1920/201	Computer Maintenance & Support	3 Hours
			231.	1924/201	Investment Environment	3 Hours
			232.	2901/104, 2902/105, 2903/105, 2906/105, 2907/105, 2908/305, 2909/105, 2924/105, 2926/105	Economics	3 Hours
			233.	2901/303	Office Administration and Management	3 Hours
			234.	2906/202	Marketing Management	3 Hours
			235.	2907/203	Cooperative Banking	3 Hours
			236.	2913/105	Preservation and Conservation of Information	3 Hours
			237.	2913/205	Publishing and Book Trade	3 Hours
			238.	2913/305	Digital Library	3 Hours
			239.	2914/101	Entrepreneurial Behaviour	3 Hours
			240.	2920/103	Structured Programming	3 Hours
			241.	2920/206	Database Management Systems	3 Hours
			242.	2921/106	Petroleum Refineries and Processing	3 Hours
			243.	2921/203	Petroleum Distribution Depots	3 Hours
			244.	2921/303	Lubricants	3 Hours
			245.	2922/105	Resource Mobilization	3 Hours
			246.	2922/203	Project Monitoring and Evaluation	3 Hours
			247.	2925/105	Ports and Terminals	3 Hours
			248.	2928/105, 2929/105, 2930/105	News Writing and Reporting	3 Hours
	11:30 AM	BMC	249.	7033/202	Business Policy and Strategic Planning	3 Hours
		BTEP	250.	2810/301	Legal Typewriting (50 wpm)	3¼ Hours
			251.	2812/301	Travel & Tour Administration	3 Hours
			252.	2813/301	Information Resources	3 Hours
			253.	2814/103	Entrepreneurial Behaviour & Start-up Procedures of Small Business Enterprises	3 Hours

DAY & DATE	TIME	EXAMINATION	SUBJECT CODE & NAME			DURATION
			254.	2914/107	Business Start-Up Procedures	3 Hours
			255.	2814/203	Communication and Information Technology	3 Hours
			256.	2814/303	Legal Aspects of Small Business Practice	3 Hours
			257.	3801/203	Strategic Office Administration and Management	3 Hours
			258.	3814/205	Consultancy and Counselling	3 Hours
		S & G/TVET	259.	2182, 1909/206	Office Administration and Management	3 Hours
			260.	2381, 1906/101, 1922/101, 1926/101	Fundamentals of Management and Environment	3 Hours
			261.	3179, 2902/304	Financial Aspects of Marketing	3 Hours
		S & G	262.	2371	Business Finance	3 Hours
		TVET	263.	1903/203, 1906/203	Business Finance	3 Hours
			264.	1909/101	Road Transport Management	3 Hours
			265.	1913/102	Information Resources	3 Hours
			266.	1918/102, 1919/102	Tour Guiding Techniques	3 Hours
			267.	1923/106	Clerical Duties I	3 Hours
			268.	1923/206	Clerical Duties II	3 Hours
			269.	2903/203	Supply Management	3 Hours
			270.	2908/201	Theory and Practice of Human Resource Management	3 Hours
			271.	2909/201	Logistics and Physical Distribution	3 Hours
			272.	2912/106, 2918/106	Touristic History	3 Hours
			273.	2912/202	Fundamentals of Hotel Operations	3 Hours
			274.	2918/203	Natural History of Invertebrates of East Africa	3 Hours
			275.	2925/304	Economics of Sea Transport and International Trade	3 Hours
DAY 6 MONDAY 19 TH NOVEMBER 2018	8.00 AM	BTEP	276.	0801/202, 0802/202, 0803/202	Business Organization	2½ Hours
			277.	1802/301	Principles and Practice of Marketing	3 Hours
			278.	1807/301/1	Co-operative Accounting	3 Hours
			279.	1813/301	Information Technology	3 Hours
			280.	2801/308, 2810/308	Word Processing	2½ Hours
			281.	2814/204	Computer Applications (Practical)	2½ Hours
			282.	2815/204	Principles of Accounting	3 Hours
			283.	3806/101	Business Environment & Strategic Management	3 Hours
			284.	3806/201	Human Resource Management & Organizational Development	3 Hours
			285.	3813/104B, 3817/104B	Automation in Information Systems Paper 2 (Practical)	2 Hours
			286.	3814/201	Entrepreneurial Behaviour	3 Hours
		S & G	287.	2012	Computerized Audio Document Processing II	2½ Hours
			288.	3171	Marketing III	3 Hours
			289.	3172	Marketing Management	3 Hours
		S & G/TVET	290.	3304, 2903/302, 2922/302	Operations Management	3 Hours

DAY & DATE	TIME	EXAMINATION	SUBJECT CODE & NAME			DURATION
		TVET	291.	1902/104B, 1903/104B, 1906/104B, 1907/104B, 1908/104B, 1909/104B, 1916/104B, 1918/104B, 1919/104B, 1922/104B, 1923/104B 1924/104B 1925/104B	Information Communication Technology (Practical)	2 Hours
			292.	1922/202	Purchasing and Supplies Management	3 Hours
			293.	1925/203	Health, Safety and Security in Transport Logistics	3 Hours
			294.	2902/202	Marketing Management	3 Hours
			295.	2912/203	Tour Operations	3 Hours
			296.	2913/204	Quantitative Techniques	3 Hours
			297.	2913/304	Management of Information systems and Services	3 Hours
			298.	2920/203	Object Oriented Programming	3 Hours
			299.	2924/204	Quantitative Techniques	3 Hours
			300.	2924/304	Taxation Theory and Practice	3 Hours
			301.	2925/305	Shipping Finance	3 Hours
	11:30 AM	BMC	302.	7011/103, 7021/103, 7031/103	Principles of Accounts	2½ Hours
			303.	7023/103, 7043/103	Economics	3 Hours
			304.	7023/203	Public Finance	3 Hours
			305.	7023/303	Purchasing and Supplies Management	3 Hours
			306.	7033/103	Personnel Management	3 Hours
			307.	7043/221	Investment	3 Hours
		BTEP	308.	2804/301, 2806/301, 2809/301	Managerial Accounting	3 Hours
			309.	2812/302	Touristic Geography	3 Hours
			310.	2813/302	Conservation & Restoration of Information Materials	3 Hours
			311.	2815/103	Quantitative Methods	3 Hours
			312.	2815/304	Marketing & Public Relations	3 Hours
			313.	3801/204	Business & Its Environment	3 Hours
			314.	3808/202	Employee Resourcing	3 Hours
			315.	3813/203, 3817/203	Strategic and Financial Management	3 Hours
		S & G	316.	1341B	Information Communication Technology I (Practical)	1 Hour
			317.	2223	Financial Accounting	3 Hours
			318.	3242	Public Finance	3 Hours
			319.	3282	Quantitative Techniques	3 Hours
			320.	3353	Human and Public Relations	3 Hours
		TVET	321.	1906/202	Human and Public Relations	3 Hours
			322.	1908/202	Elements of Labour Law and Industrial Relations	3 Hours
			323.	1913/201	Records Management	3 Hours
			324.	2903/101 2907/302	Supply Chain Management and Purchasing Principles	3 Hours
			325.	2903/204, 2906/204, 2926/204	Quantitative Techniques	3 Hours

DAY & DATE	TIME	EXAMINATION	SUBJECT CODE & NAME			DURATION
			326.	2922/204, 2925/204, 2927/204	Quantitative Techniques	3 Hours
			327.	2907/204, 2924/204	Quantitative Techniques	3 Hours
			328.	2906/304	Human Resource Management	3 Hours
			329.	2908/302, 2909/302	Labour & Industrial Relations	3 Hours
			330.	2909/202	Road Transport Economics	3 Hours
			331.	2912/105, 2918/105	Fauna, Flora and Touristic Geography	3 Hours
			332.	2918/204	Astronomy	3 Hours
DAY 7 TUESDAY 20 TH NOVEMBER 2018	8:00 AM	BMC	333.	7011/104, 7021/104, 7031/104	Commerce	2½ Hours
			334.	7022/104	Cost Accounting I	3 Hours
			335.	7023/104	Statistics and Business Information	3 Hours
			336.	7043/222	Nature of Management	3 Hours
		BTEP	337.	1801/303	Typewriting (40 wpm)	2¾ Hours
			338.	1802/302	Marketing Communication	3 Hours
			339.	1803/302	Principles of Procurement and Distribution	3 Hours
			340.	1804/302, 1805/302, 1806/302	Business Finance	3 Hours
			341.	1807/302	Merchandise and Transport Management	3 Hours
			342.	1808/302	Personnel Management	3 Hours
			343.	1813/302	Information Resources	3 Hours
			344.	2802/302	Marketing Planning and Control	3 Hours
			345.	2803/302	Purchasing and Supplies: Logistics	3 Hours
			346.	3806/102	Management Consultancy & Research Methodology	3 Hours
			347.	3806/202	Operations Research	3 Hours
			348.	3813/204, 3817/204	Consultancy and Legal Aspects of Information	3 Hours
			349.	3814/202	Production Management	3 Hours
		S & G	350.	2082	Commerce II	2½ Hours
			351.	2352	Labour and Industrial Law	2½ Hours
			352.	3011	Audio Typewriting III	3 Hours
			353.	3012	Computerized Audio Document Processing III	3 Hours
			354.	3031	Business Calculations III	3 Hours
			355.	3341B	Information Communication Technology III (Practical)	2 Hours
		S & G/TVET	356.	3176, 2902/305	Strategic Planning in Sales and Marketing	3 Hours
			357.	3352, 2906/302	Labour and Industrial Relations	3 Hours
		TVET	358.	1902/203, 1908/203	Book-keeping and Accounts	3 Hours
			359.	1903/204, 1906/204, 1909/204, 1922/204, 1923/204, 1924/204, 1926/204	Business Law	3 Hours
			360.	1913/103A	Computer Applications in Information - Paper 1 (Theory)	1 Hour

DAY & DATE	TIME	EXAMINATION	SUBJECT CODE & NAME			DURATION
			361.	1913/202	Archives Operations	3 Hours
			362.	1916/203	Commerce	3 Hours
			363.	1920/104	Mathematics	3 Hours
			364.	1920/203	Structured Programming	3 Hours
			365.	1925/106	Commercial Shipping Geography	3 Hours
			366.	1925/204	Law of Carriage	3 Hours
			367.	2902/103B, 2903/103B, 2906/103B, 2907/103B, 2908/103B, 2909/103B, 2912/103B, 2913/103B, 2914/103B, 2918/103B, 2921/103B, 2922/103B, 2924/103B, 2925/103B, 2926/103B, 2927/103B, 2928/103B, 2929/103B, 2930/103B	Information Communication Technology (Practical)	1 Hour
			368.	2901/206	Commercial and Administrative Law	3 Hours
			369.	2902/204, 2908/204, 2909/204, 2920/204	Quantitative Methods	3 Hours
			370.	2906/203	Supply and Transport Management	3 Hours
			371.	2907/205	Principles and Practice of Marketing	3 Hours
			372.	2908/304	Accounting and Control	3 Hours
			373.	2918/205	Human Relations	3 Hours
			374.	2920/105	Operating Systems	3 Hours
			375.	2922/205B	Project Management Information Systems - Paper 2 (Practical)	1 Hour
	11:30 AM	BMC	376.	7023/204	Business Finance	3 Hours
			377.	7023/312, 7033/104	Marketing Management	3 Hours
			378.	7033/204	Labour and Industrial Relations	3 Hours
			379.	7043/104	Accounting	3 Hours
		BTEP	380.	0801/203, 0802/203, 0803/203	Book-keeping	2½ Hours
			381.	2801/303, 2806/303, 2808/303, 2810/303	Office Administration and Management	3 Hours
			382.	2804/302, 2807/302	Financial Accounting	3 Hours
			383.	2805/302	Lending	3 Hours
			384.	2815/104	Information & Communication Technology	3 Hours
			385.	3808/203	Training and Development	3 Hours
			386.	3813/101	Collection Management	3 Hours
			387.	3817/101	Records Management	3 Hours
			388.	2341B	Information Communication Technology II (Practical)	2 Hours

DAY & DATE	TIME	EXAMINATION	SUBJECT CODE & NAME			DURATION
		S & G	389.	3021	Auditing III	3 Hours
			390.	3022	Auditing III	3 Hours
			391.	3062	Business Kiswahili III	3 Hours
		S & G/TVET	392.	3305, 2903/304	International Purchasing	3 Hours
		TVET	393.	1907/106	Business Law	3 Hours
			394.	1918/205, 1919/205	Customer Care	3 Hours
			395.	2903/205, 2924/202, 2925/205	Principles and Practice of Marketing	3 Hours
			396.	2909/203	Financial Accounting	3 Hours
			397.	2912/204	Tourism Accounting	3 Hours
			398.	2920/301	Data Communication and Networking	3 Hours
			399.	2921/105	Global Petroleum, Gas and Oil Markets & Global Environmental and Emerging Issues	3 Hours
			400.	2921/205	Depot Safety and Security	3 Hours
			401.	2921/304	Petroleum Dispensing Site Design	3 Hours
			402.	2922/106	Project Financing	3 Hours
			403.	2926/302	Reward Management	3 Hours
DAY 8 WEDNESDAY 21 ST NOVEMBER 2018	8:00 AM	BMC	404.	7023/105, 7033/203	Industrial & Commercial Law	3 Hours
			405.	7023/205	Management Principles and Practice	3 Hours
			406.	7032/103	Financial and Cost Accounting	3 Hours
			407.	7033/105	Quantitative Methods	3 Hours
			408.	7043/105	General Principles of Law	3 Hours
		BTEP	409.	1802/303	Sales Organization and Practice	3 Hours
			410.	1803/303, 1804/303, 1806/303	Cost Accounting	3 Hours
			411.	1805/303	Elements of Banking	3 Hours
			412.	1807/303	Co-operative Banking	3 Hours
			413.	1813/303	Readers Services	3 Hours
			414.	2802/303	Marketing Information Systems & Marketing Research	3 Hours
			415.	2804/303	Business Finance	3 Hours
			416.	2805/303	Investment	3 Hours
			417.	2807/303	Principles and Practice of Marketing	3 Hours
			418.	2808/304	Labour and Industrial Law	3 Hours
			419.	2809/303	Modes of Transport	3 Hours
		S & G	420.	1082	Commerce I	2½ Hours
			421.	3092	Commercial Law II	3 Hours
			422.	3093	Commercial and Administrative Law	3 Hours
			423.	3131	Economics III	3 Hours
		S & G/TVET	424.	3331, 2901/301	Computerized Document Processing III	3 Hours

DAY & DATE	TIME	EXAMINATION	SUBJECT CODE & NAME			DURATION
			425.	3182, 2902/303, 2903/303, 2906/303, 2907/303, 2908/303, 2909/303, 2912/303, 2913/303, 2918/303, 2920/303, 2922/303, 2924/303, 2925/303, 2926/303, 2927/303	Principles and Practice of Management	3 Hours
		TVET	426.	1901/104B	Information Communication Technology I - Paper 2 (Practical)	1 Hour
			427.	1902/204	Introduction to Law	3 Hours
			428.	1908/102	Office Administration and Management	3 Hours
			429.	1920/103	Basic Electronics	3 Hours
			430.	1924/102, 1925/102	Business Calculations	3 Hours
			431.	2901/109B	Information Communication Technology I - Paper 2 (Practical)	1 Hour
			432.	2906/205	Commercial and Administrative Law	3 Hours
			433.	2908/202	Labour and Industrial Law	3 Hours
			434.	2913/203	Library Management	3 Hours
			435.	2918/201	Cultural Tourism	3 Hours
			436.	2920/102B	Computer Applications I - Paper 2 (Practical)	1 Hour
			437.	2920/205	Visual Programming	3 Hours
			438.	2925/202	Environmental Aspects of Shipping	3 Hours
	11:30 AM	BMC	439.	7011/105, 7031/105	Economics	2½ Hours
			440.	7021/105	Elements of Procurement and Distribution of Stores	2½ Hours
			441.	7022/105	Organization and Functions of Government	3 Hours
			442.	7043/223	Finance of International Trade	3 Hours
		BTEP	443.	2803/303	Purchasing and Supplies: Provisioning	3 Hours
			444.	2812/303	Touristic History	3 Hours
			445.	2813/303	Organization & Retrieval of Information	3 Hours
			446.	3801/201	Computer Applications	3 Hours
			447.	3806/203	Strategic Marketing Management	3 Hours
			448.	3808/204	Reward Management	3 Hours
			449.	3813/102, 3817/102	Reprography and Conservation of Information	3 Hours
			450.	3814/203	Marketing	3 Hours
		S & G	451.	2282	Statistics	3 Hours
			452.	3121	Economic Geography	3 Hours
		TVET	453.	1901/205, 1902/205, 1903/205, 1906/205, 1907/205, 1909/205, 1923/205, 1924/205, 1926/205	Economics	3 Hours

DAY & DATE	TIME	EXAMINATION	SUBJECT CODE & NAME			DURATION
DAY 9 THURSDAY 22 ND NOVEMBER 2018	8:00 AM		454.	1903/102, 1906/102, 1922/102	Business Calculations & Statistics	3 Hours
			455.	1909/102, 1916/102	Business Calculations & Statistics	3 Hours
			456.	1913/203	Preservation and Conservation of Information	3 Hours
			457.	1922/205	Resource Mobilization	3 Hours
			458.	1923/102	Business Calculations & Statistics	3 Hours
			459.	2912/207	Travel Agency	3 Hours
			460.	2921/206	Customer Service and Operating Procedures	3 Hours
			461.	2924/107	Valuation and Analysis of Investment	3 Hours
		BMC	462.	7021/106	Business Calculations	2½ Hours
			463.	7031/106	Business Organization	2½ Hours
			464.	7032/106	Elements of Management	3 Hours
			465.	7043/231	Practice of Banking I	3 Hours
		BTEP	466.	0801/205, 0802/205, 0803/205	Support Subjects	2½ Hours
			467.	1802/304	Consumer Organization and Behaviour	3 Hours
			468.	1804/304	Auditing	3 Hours
			469.	1805/304	Foreign Exchange and Exchange Control	3 Hours
			470.	1807/304	Co-operative Law	3 Hours
			471.	1808/304	Industrial and Labour Law	3 Hours
			472.	1813/304	Library Operations	3 Hours
			473.	2806/304	Theory & Practice of Management	3 Hours
			474.	2809/304	Transport Policy & Planning	3 Hours
			475.	2812/306	Principles and Practice of Management	3 Hours
			476.	2813/304	Management of Libraries, Archives & Other Information Centres	3 Hours
			477.	3806/104	Legal Aspects of Business Management	3 Hours
			478.	3806/204	Management Accounting	3 Hours
			479.	3814/204	Human Resource Management	3 Hours
		S & G	480.	1032	Business Calculations I	2 Hours
			481.	1163	Introduction to Law	2½ Hours
			482.	1292	Storekeeping I	2½ Hours
			483.	3231	Public Administration	3 Hours
			484.	3281	Statistics III	3 Hours
		S & G/TVET	485.	2332, 1901/201, 2901/201	Computerized Document Processing II	2½ Hours
		TVET	486.	1901/103, 1903/103, 1906/103, 1907/103, 1908/103, 1909/103, 1923/103, 1926/103	Commerce	3 Hours
			487.	1907/204	Business Administration and Environment	3 Hours
			488.	1916/204, 1923/201, 1925/201	Fundamentals of Management & Environment	3 Hours
			489.	1920/102B	Computer Applications I - Paper 2 (Practical)	2 Hours
			490.	2901/304B	Information Communication Technology III - Paper 2 (Practical)	1 Hour
			491.	2907/304	Auditing	3 Hours

DAY & DATE	TIME	EXAMINATION	SUBJECT CODE & NAME			DURATION
			492.	2909/102	Clearing & Forwarding	3 Hours
			493.	2912/302	Tourism Policy and Planning	3 Hours
			494.	2920/302	Management Information Systems	3 Hours
			495.	2921/204	Petroleum Environment, Health and Safety Management Systems	3 Hours
			496.	2921/305	Petroleum Site Best Practices and Brand Management	3 Hours
			497.	2922/301	Risk Management in Projects	3 Hours
			498.	2925/306	Multi-Modal Transport Logistics	3 Hours
	11.30 AM	BMC	499.	7043/106	Foreign Exchange and Exchange Control	3 Hours
		BTEP	500.	2802/304	International Marketing	3 Hours
			501.	2803/304	Materials and Production Management	3 Hours
			502.	2804/304	Auditing	3 Hours
			503.	2805/304	Accountancy	3 Hours
			504.	2808/305, 2811/305	Human Resource Management	3 Hours
			505.	2807/304	Co-operative Banking	3 Hours
			506.	3802/104, 3806/103, 3813/103, 3817/103	Information Communication Technology	3 Hours
			507.	3808/205	Employee Relations	3 Hours
		S & G	508.	1193	Office Organization	2½ Hours
			509.	2132	Economics	2½ Hours
			510.	3201	Personnel Management III	3 Hours
		S & G/TVET	511.	3103, 2903/305, 2906/305	Managerial Accounting	3 Hours
		TVET	512.	1913/103B	Computer Applications in Information - Paper 2 (Practical)	2 Hours
			513.	1913/204	Mail and Courier Service	3 Hours
			514.	1918/206, 1919/206	Fauna, Flora and Environmental Studies	3 Hours
			515.	1920/202B	Computer Applications II - Paper 2 (Practical)	2 Hours
			516.	1925/205	Ports and Terminals	3 Hours
			517.	2909/205	Law of Business and Carriage	3 Hours
			518.	2909/304	Management Accounting	3 Hours
			519.	2920/202B	Computer Applications II - Paper 2 (Practical)	1 Hour
			520.	2926/304	Employee Relations	3 Hours
DAY 10 FRIDAY 23 RD NOVEMBER 2018	8:00 AM	BMC	521.	7023/311	Public Procurement and Materials Management	3 Hours
			522.	7023/313	Materials and Production Planning and Control	3 Hours
			523.	7033/111	Office Management	3 Hours
			524.	7033/112	Management Information Systems and Data Processing	3 Hours
			525.	7033/113	Applied Economics	3 Hours
			526.	7033/115	Administrative Law	3 Hours
			527.	7033/211	Transport Management	3 Hours
			528.	7033/212	Work Study	3 Hours
			529.	7033/213	Supplies Management	3 Hours
			530.	7033/214	Insurance Law and Practice	3 Hours
			531.	7033/215	Co-operative Management	3 Hours
		BTEP	532.	0801/204, 0802/204, 0803/204	Clerical Duties	2½ Hours
			533.	1804/305	Taxation	3 Hours

DAY & DATE	TIME	EXAMINATION	SUBJECT CODE & NAME			DURATION
			534.	1803/305	Principles and Practice of Stock Control	3 Hours
			535.	1806/304, 1807/305, 1808/305	Business Administration and Environment	3 Hours
			536.	1813/305	Archival Operations	3 Hours
			537.	2801/305, 2810/305	Public and Human Relations	3 Hours
			538.	2802/305	Marketing of Services & Agricultural Products	3 Hours
			539.	2803/305	Public Procurement	3 Hours
			540.	2804/305	Taxation	3 Hours
			541.	2805/305	Branch Banking: Law and Practice	3 Hours
			542.	2806/302, 2808/306	Organization Theory & Behaviour	3 Hours
			543.	2807/306	Nature of Co-operative Movement	3 Hours
			544.	2809/306	Logistics & Physical Distribution	3 Hours
			545.	2812/304/1	German Paper 1 (Written)	3 Hours
			546.	2812/308/1	French Paper 1 (Written)	3 Hours
			547.	2813/306	Archival Studies	3 Hours
		S & G/TVET	548.	1331, 1901/101, 1923/101, 2901/106,	Computerized Document Processing I	2 Hours
		S & G	549.	1361	Elements of HRM	2½ Hours
			550.	2062	Business Kiswahili II	3 Hours
			551.	2102	Cost Accounting	3 Hours
			552.	2292	Storekeeping II	2½ Hours
			553.	3241	Public Finance III	3 Hours
			554.	3301	Supplies Management III	3 Hours
			555.	3311	Transport Management III	3 Hours
		TVET	556.	1903/106, 1906/106	Financial Accounting	3 Hours
			557.	1906/206	Sales and Marketing	3 Hours
			558.	1909/106	Financial Accounting	3 Hours
			559.	1913/106	Quantitative Methods	3 Hours
			560.	1916/103	Commercial Shipping	3 Hours
			561.	2901/205B	Information Communication Technology II - Paper 2 (Practical)	2 Hours
			562.	2901/305	Statistics	3 Hours
			563.	2902/102	Principles and Practice of Marketing	3 Hours
			564.	2902/205	Public Relations	3 Hours
			565.	2908/205	Public Relations	3 Hours
			566.	2909/106	Motor Vehicle Care & Servicing	3 Hours
			567.	2912/205	Public Relations	3 Hours
			568.	2912/306	Tourism Product Development	3 Hours
			569.	2913/106	Professional Ethics	3 Hours
			570.	2913/206	Information in Society	3 Hours
			571.	2913/306	Legal Aspects of Information	3 Hours
			572.	2920/304	Internet Based Programming	3 Hours
			573.	2921/107	Accounting and Costing in Petroleum Business	3 Hours
			574.	2921/207	Inventory Management	3 Hours
			575.	2921/306	Petroleum Projects Management	3 Hours
			576.	2924/305	Financial Reporting and Analysis	3 Hours
			577.	2925/203	Containerization	3 Hours

DAY & DATE	TIME	EXAMINATION	SUBJECT CODE & NAME			DURATION
	11:30 AM		578.	2927/205	Resource Mobilization and Financing of Disaster Management	3 Hours
			579.	2927/305	Risk Management for Disaster Mitigation	3 Hours
			580.	2928/106, 2929/106, 2930/106	Media Law and Ethics	3 Hours
		BMC	581.	7022/106, 7032/102	Commercial Law	3 Hours
			582.	7033/114, 7043/101	Elements of Banking	3 Hours
			583.	7043/232	Practice of Banking II	3 Hours
		BTEP	584.	2801/306, 2806/306, 2810/306	Commercial and Administrative Law	3 Hours
			585.	2802/306	Commercial Law	3 Hours
			586.	2803/306	Purchasing and Supplies: Planning Policy and Organization	3 Hours
			587.	2804/306	Company Law	3 Hours
			588.	2805/306	Finance of International Trade: Payments & Services	3 Hours
			589.	2807/305	Co-operative Law	3 Hours
			590.	2809/305	Transport Economics	3 Hours
			591.	2812/305	Tourism Management	3 Hours
			592.	2813/305	Dissemination of Information	3 Hours
			593.	3801/206	Human Resource Management	3 Hours
			594.	3808/206	Personnel Administration	3 Hours
			595.	3814/206	Project Implementation and Evaluation	3 Hours
		S & G	596.	1252	Principles and Practice of Selling	2½ Hours
			597.	2092	Commercial Law I	2½ Hours
			598.	2093	Commercial Law	2½ Hours
			599.	2252	Principles and Practice of Marketing	3 Hours
			600.	3071	Business Organization and Management III	3 Hours
			601.	3111	Data Processing III	3 Hours
			602.	3181	Office Management III	3 Hours
			603.	3211	Principles and Practice of Administration III	3 Hours
			604.	3222	Financial Accounting II	3 Hours
			605.	3312	Supply and Transport Management III	3 Hours
		S & G/TVET	606.	3177, 2902/306	Marketing Research	3 Hours
			607.	3306, 2903/306	Project and Contract Management	3 Hours
		TVET	608.	1901/204B	Information Communication Technology II - Paper 2 (Practical)	2 Hours
			609.	1903/202 1907/206	Supply Chain Management and Purchasing Principles	3 Hours
			610.	1909/203	Elements of Costing	3 Hours
			611.	1913/104	Information and Communication Technology	3 Hours
			612.	1913/205	Professional Ethics	3 Hours
			613.	1918/103/1, 1919/103/1	French I (Written)	3 Hours
			614.	1918/106/1, 1919/106/1	German I (Written)	3 Hours
			615.	1918/204/1, 1919/204/1	French II (Written)	3 Hours
			616.	1918/208/1, 1919/208/1	German II (Written)	3 Hours

DAY & DATE	TIME	EXAMINATION	SUBJECT CODE & NAME			DURATION
			617.	1920/106	Operating Systems	3 Hours
			618.	1924/103	Financial Markets and Institutions	3 Hours
			619.	1924/203	Valuation and Analysis of Investment	3 Hours
			620.	1925/206	Shipping Business	3 Hours
			621.	2903/106, 2906/106, 2907/106, 2914/106, 2924/106, 2926/106	Business Law	3 Hours
			622.	2903/206, 2906/206, 2907/206, 2922/206	Cost Accounting	3 Hours
			623.	2909/305	Fleet Management	3 Hours
			624.	2912/107/1, 2918/107/1	French I (Written)	3 Hours
			625.	2912/109/1, 2918/109/1	German I (Written)	3 Hours
			626.	2912/206/1, 2918/206/1	French II (Written)	3 Hours
			627.	2912/208/1, 2918/208/1	German II (Written)	3 Hours
			628.	2912/305/1, 2918/305/1	French III (Written)	3 Hours
			629.	2912/307/1, 2918/307/1	German III (Written)	3 Hours
			630.	2909/206	Human and Public Relations	3 Hours
			631.	2925/307	Marine Insurance	3 Hours

3.0 INSTRUCTIONS TO SUPERVISORS, INVIGILATORS, TEACHERS AND CANDIDATES

SUPERVISORS ARE ASKED TO TAKE ALL NECESSARY STEPS TO ENSURE THAT THE FOLLOWING INSTRUCTIONS ARE BROUGHT TO THE NOTICE OF THE TEACHERS AND CANDIDATES UNDER EXAMINATION.

- 3.1 *TEACHERS* are advised to ensure that their students are carefully drilled on how to carry out the instructions given below and are aware of the penalties for irregularities or misconduct. Candidates are required to follow these instructions carefully.
- 3.2 **GENERAL INSTRUCTIONS TO THE CANDIDATES**
- 3.2.1 Be at your seat in the Examination Room five minutes before the time fixed for the examination in the various papers. Morning sessions will normally start at **8.00 am** and the second sessions will start at **11.30 am**.
- 3.2.2 A candidate who arrives late will be required to give a satisfactory reason to the supervisor. Except in exceptional circumstances, a paper will not be given to any candidate who is more than **half an hour** late. Absolute punctuality is essential for certain papers, e.g. Shorthand.
- 3.2.3 If an examination paper for which you are not entered is handed to you, or if the questions indicate that other materials should also have been given out, speak to the supervisor at once.
- 3.2.4 Attend carefully to any general directions that may be given at the head of a paper, e.g. directions limiting the number of questions that should be answered.
- 3.2.5 Write your name, your index number as well as the name of the paper on the first page of each answer book or sheet of each set of papers you use. Your index number must be written in clear figures in the space provided on every sheet or page of answer book.
- 3.2.6 Write on both sides of the paper, but do not use the margins. Begin the answer to each separate part of a question on a fresh line.
- 3.2.7 Write the number of the question clearly in the left-hand margin at the beginning of each answer. Do not copy the question. Be careful to use the same system of numbering as appears in the question paper. Leave a blank line after the answer to each question.
- 3.2.8 Write your answers with **black or blue** ink. You may use a fountain pen or ball point pen. Pencils should only be used for diagrams. Remember that handwriting and spelling will be taken into account. Bring mathematical and drawing instruments for subjects for which they will be needed.
- 3.2.9 Read the questions carefully. Much time may be wasted in writing down information that is not asked for and no marks are given for it.
- 3.2.10 Do not write so much upon one or two questions as to leave yourself not enough time to answer others which you are able to answer.
- 3.2.11 As soon as notice is given to stop, **ARRANGE YOUR ANSWER BOOK AND SHEETS IN THE CORRECT ORDER** (this is normally the order in which you answered the questions). Make sure that they all have your index number written upon them. Fasten them together at the left-hand corner and hand them **UNFOLDED** to the supervisor.
- 3.2.12 Withdrawal from the examination should have been notified to the Council before any papers of the examination are taken.
- 3.3 **CAUTIONS TO THE CANDIDATES**
- 3.3.1 You are not allowed to leave the examination room before the end of the period allocated to the paper except by special permission of the supervisor. **NO CANDIDATE SO PERMITTED MAY TAKE A QUESTION PAPER OUT OF THE EXAMINATION ROOM.**
- 3.3.2 Do not leave a sheet of paper you have written on or your answers in such a position that another candidate can read them. You should not give or obtain unfair assistance, or attempt to do so, whether by copying or in any other way, and your work should not show proof of such unfair assistance.
- 3.3.3 No communication whatsoever in whatever manner between candidates or with outsiders is allowed during examination.
- 3.3.4 You are not allowed to have in your possession or in your proximity while in the examination room, any book, notes, papers or any other materials whatsoever except the correct question paper and any materials expressly authorised by the Kenya National Examinations Council.
- 3.3.5 You may only use mathematical tables printed by the Kenya National Examinations Council, and these should not contain any additional notes except the printed information. If you are using a slide ruler as permitted by the Regulations it should not contain formulae or other data that may give you undue advantage over other candidates. If in doubt, check with the supervisor.
- 3.3.6 You must return immediately to the Supervisor any incorrect question paper given to you.
- 3.3.7 You must not take any used or unused writing paper out of the examination room. Any rough work must be done on the official answer paper and; if not to be submitted with the answers, must be left on the desks to be collected by the supervisor and destroyed.
- 3.3.8 Disorderly conduct or the causing of disturbance in or near the examination room will be treated as a serious examination irregularity.
- 3.3.9 Note that **cell phones** are prohibited in examination rooms and the examination centre. Any candidate caught in possession of a **cell phone** will have his/her results cancelled.
- 3.4 **PENALTY FOR EXAMINATION IRREGULARITIES**
- 3.4.1 The KNEC Act 2012 rules and regulations, offences and penalties stated in **sections 27 to 40** for cases of examination irregularities will apply. Some of the highlights in these sections state that:
- 3.4.1.1 A candidate who commits an examination irregularity in any paper will have the results for the **WHOLE SUBJECT** cancelled. Such a candidate will not be entitled to a result and will be awarded result **"Y"** overall.
- 3.4.1.2 If there is evidence of wide-spread irregularities in any centre, the whole examination results for the whole centre will be cancelled.
- Any person who:-**
- a) gains access to examination material and knowingly reveals the contents, whether orally or in writing, to an unauthorized party, whether a candidate or not will violate **section 27** and the penalty will be imprisonment for a term not exceeding **ten years**, or a fine not exceeding **two million shillings** or both;
 - b) wilfully and maliciously damages examination material will violate **section 30** and the penalty will be imprisonment for a term not exceeding **two years** or a fine not exceeding **five million shillings** or both;
 - c) is not registered to take a particular Council's examination but, with intent to **impersonate**, presents or attempts to present himself to take the part of an enrolled candidate, shall be guilty of an offence and liable to imprisonment for a term not exceeding **one year** or a fine not exceeding **two million shillings** or both and shall be prohibited from taking an examination conducted by or on behalf of the Council for a period of **three years**.
- 3.4.2 Candidates are therefore strongly advised not to engage in any examination malpractice that may lead to any of the above actions taken against them.

THE ACTING CHIEF EXECUTIVE OFFICER