



THE KENYA NATIONAL EXAMINATIONS COUNCIL

KNEC/GEN/TD/PSE/BUS/TT/30/2019

2019 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)

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 6 TH TO FRIDAY 8 TH NOVEMBER 2019	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.	2812/308/2	French Paper 2 (Oral)	30 min
		7.	2912/107/2, 2918/107/2	French I (Oral)	30 min
		8.	2912/109/2, 2918/109/2	German I (Oral)	30 min
		9.	2912/206/2, 2918/206/2	French II (Oral)	45 min
		10.	2912/208/2, 2918/208/2	German II (Oral)	30 min
		11.	2912/305/2, 2918/305/2	French III (Oral)	30 min
	12.	2912/307/2, 2918/307/2	German III (Oral)	30 min	
Dates of submission will be communicated to the institutions by e-mail.	BTEP/TVET	13.	207, 306 & 307	BTEP Craft, Diploma & Higher Diploma	Upload of Projects & Course Work Assessment Marks
		14.	107 & 207	TVET Craft	
		15.	107/108 & 307/308	TVET Diploma	
FRIDAY 8 TH NOVEMBER 2019	ALL	16.	REHEARSAL		

2.2 WRITTEN & PRACTICAL PAPERS

DAY & DATE	TIME	EXAMINATION	SUBJECT CODE & NAME			DURATION	
DAY 1 MONDAY 11 TH NOVEMBER 2019	8.00 AM	BTEP	17.	0801/201	Typewriting (30 wpm)	2½ Hours	
			18.	0802/201	Salesmanship	2½ Hours	
			19.	0803/201	Storekeeping	2½ Hours	
			20.	2802/301	Marketing Management	3 Hours	
			21.	2803/301	Purchasing Principles and Techniques	3 Hours	
			22.	2805/301	The Monetary & Financial Systems	3 Hours	
			23.	2807/301	Co-operative Accounting	3 Hours	
			24.	3808/201	Fundamentals of Human Resource Management	3 Hours	
			25.	3813/201	Management of User Services	3 Hours	
			26.	3817/201	Archives Management	3 Hours	
			S&G	27.	2102	Cost Accounting	3 Hours
				28.	2292	Storekeeping II	2½ Hours
				29.	2341A	Information Communication Technology II (Theory)	1 Hour
			S&G / TVET	30.	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	31.	1901/104A	Information Communication Technology I - Paper 1 (Theory)	2 Hours
				32.	1901/204A	Information Communication Technology II - Paper 1 (Theory)	1 Hour
				33.	1902/102	Principles and Practice of Marketing	3 Hours
				34.	1907/101	Nature of Cooperative Movement	3 Hours
				35.	1908/101	Elements of Human Resource Management	3 Hours
				36.	1918/101, 1919/101	Fundamentals of Tourism	3 Hours
				37.	1918/203, 1919/203	Touristic History	3 Hours
				38.	1920/102A	Computer Applications I - Paper 1 (Theory)	1 Hour
				39.	1920/202A	Computer Applications II-Paper 1 (Theory)	1 Hour
				40.	1926/106	Foundations of Human Resource Management	3 Hours
				41.	1926/206	Human Resource Records Management	3 hours
				42.	2921/202	Petroleum Transportation and Legal Regulatory Framework	3 Hours
		43.		2921/302	Aviation	3 Hours	
		44.		2922/105	Resource Mobilization	3 Hours	
		45.		2914/203 2922/203	Project Monitoring and Evaluation	3 Hours	
		46.		2927/202	Crisis and Emergency Management	3 Hours	
	11.30 AM	BTEP	47.	2806/302, 2808/306	Organization Theory & Behaviour	3 Hours	
			48.	2812/308/1	French Paper 1 (Written)	3 Hours	
			49.	2813/306	Archival Studies	3 Hours	

DAY & DATE	TIME	EXAMINATION	SUBJECT CODE & NAME			DURATION
		TVET	50.	3801/205	Company Secretarial Practice	3 Hours
			51.	3813/104A, 3817/104A	Automation in Information Systems Paper 1 (Theory)	1 Hour
			52.	1925/101	Introduction to Shipping	3 Hours
			53.	2901/109A	Information Communication Technology I - Paper 1 (Theory)	2 Hours
			54.	2901/205A	Information Communication Technology II - Paper 1 (Theory)	1 Hour
			55.	2901/304A	Information Communication Technology III - Paper 1 (Theory)	2 Hours
			56.	2902/101	Principles and Practice of Selling	3 Hours
			57.	2903/102, 2906/102, 2907/102, 2909/203, 2914/102, 2922/102, 2924/102, 2925/102, 2926/102, 2927/102	Financial Accounting	3 Hours
			58.	2908/101	Foundations of Human Resource Management	3 Hours
			59.	2909/101	Road Transport Management	3 Hours
			60.	2912/101, 2918/101	Fundamentals of Tourism	3 Hours
			61.	2913/101	Collection Management	3 Hours
			62.	2913/207	Organization and Retrieval of Information	3 Hours
			63.	2920/102A	Computer Applications I - Paper 1 (Theory)	2 Hours
			64.	2921/101	Applied Science and Mathematics	3 Hours
			65.	2924/101	Investment Environment	3 Hours
			66.	2926/101	Foundations of Human Resource Management190	3 Hours
			67.	2926/207	Labour Economics	3 Hours
			68.	2928/101, 2929/101, 2930/101	Introduction to Mass Communication	3 Hours
			69.	2928/201, 2929/201, 2930/201	Investigative Journalism	3 Hours
70.	2928/301, 2929/301, 2930/301	Freelance Journalism	3 Hours			
DAY 2 TUESDAY 12 TH NOVEMBER 2019	8.00 AM	BTEP	71.	1801/301, 1802/305, 1805/305, 1806/305, 1808/301	Communication and Report Writing	3 Hours
			72.	2801/304, 2810/304	Business English	3 Hours
			73.	2809/306	Logistics & Physical Distribution	3 Hours
			74.	2814/102	Entrepreneurial Opportunities & Business Environment	3 Hours
			75.	2814/202	Managing Small Business Enterprises	3 Hours
			76.	2814/302	Production Management & Quantitative Methods	3 Hours
		S&G	77.	1042	Communication Skills I	2½ Hours
		TVET	78.	1901/105	Communication Skills I	3 Hours
			79.	1901/203	Communication Skills II	3 Hours

DAY & DATE	TIME	EXAMINATION	SUBJECT CODE & NAME	DURATION
			80. 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
			81. 2902/205 Public Relations	3 Hours
			82. 2908/205 Public Relations	3 Hours
			83. 2907/201 Co-operative Law	3 Hours
			84. 2909/301 Road Transport Policy and Planning	3 Hours
			85. 2912/206/1, 2918/206/1 French II (Written)	3 Hours
			86. 2912/208/1, 2918/208/1 German II (Written)	3 Hours
			87. 2912/305/1, 2918/305/1 French III (Written)	3 Hours
			88. 2912/307/1, 2918/307/1 German III (Written)	3 Hours
			89. 2913/202 System Analyses and Design	3 Hours
			90. 2913/302 Marketing of Information Services	3 Hours
			91. 2914/202 Commercial Practices	3 Hours
			92. 2920/202A Computer Applications II - Paper 1 (Theory)	2 Hours
			93. 2920/304 Internet Based Programming	3 Hours
			94. 2921/207 Inventory Management	3 Hours
			95. 2921/306 Petroleum Projects Management	3 Hours
			96. 2924/305 Financial Reporting and Analysis	3 Hours
			97. 2925/201 Cargo and Terminal Operations	3 Hours
			98. 2925/302 Clearing and Forwarding	3 Hours
			99. 2927/205 Resource Mobilization and Financing of Disaster Management	3 Hours
			100. 2927/305 Risk Management for Disaster Mitigation	3 Hours
	11.30 AM	BTEP	101. 2812/305 Tourism Management	3 Hours
			102. 2813/305 Dissemination of Information	3 Hours
			103. 2815/202 Freight Clearing, Forwarding and Insurance	3 Hours
			104. 2815/302 Shipping Economics & International Trade	3 Hours
			105. 3801/206 Human Resource Management	3 Hours
			106. 3808/206 Personnel Administration	3 Hours
			107. 3814/206 Project Implementation and Evaluation	3 Hours
		S&G	108. 2042 Communication Skills II	3 Hours
			109. 2093 Commercial Law	2½ Hours
			110. 2252 Principles and Practice of Marketing	3 Hours
		S&G/TVET	111. 3174, 2902/203 Legal Aspects in Sales and Marketing	3 Hours
		TVET	112. 1918/204/1, 1919/204/1 French II (Written)	3 Hours
			113. 1918/208/1, 1919/208/1 German II (Written)	3 Hours

DAY & DATE	TIME	EXAMINATION	SUBJECT CODE & NAME			DURATION			
			114.	2901/110	Communication I	3 Hours			
			115.	2901/204	Communication II	3 Hours			
			116.	2902/104, 2908/104, 2912/104, 2918/104, 2920/104, 2921/104	Communication	3 Hours			
			117.	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			
			118.	2914/302	Consultancy in Medium and Small Enterprises	3 Hours			
			119.	2922/201	Project Quality Management	3 Hours			
			120.	2922/304	Legal Issues in Project Management	3 Hours			
			121.	2926/202	Human Resource Development	3 Hours			
			122.	2928/104, 2929/104, 2930/104	Communication Skills	3 Hours			
			123.	2928/204, 2929/204, 2930/204	Advanced News Writing and Reporting	3 Hours			
			124.	2928/304	Typographic Design	3 Hours			
			125.	2929/304	Digital Content Production	3 Hours			
			126.	2930/304	Broadcast Equipment and Studio Operations	3 Hours			
			DAY 3 WEDNESDAY 13 TH NOVEMBER 2019	8.00 AM	BTEP	127.	2802/306	Commercial Law	3 Hours
						128.	2803/306	Purchasing and Supplies: Planning Policy and Organization	3 Hours
						129.	2804/306	Company Law	3 Hours
130.	2806/305	Human Resource Management and Industrial Relations				3 Hours			
131.	2815/101	Cargo Storage and Warehousing				3 Hours			
132.	2815/301	Shipping Principles & Practice				3 Hours			
S & G	133.	1341A			Information Communication Technology I (Theory)	2 Hours			
	134.	2032			Business Calculations II	2½ Hours			
	135.	3341A			Information Communication Technology III (Theory)	1 Hour			
S & G/TVET	136.	2273, 1801/304, 1901/202, 2901/202			Shorthand II (80 wpm)	-			
	137.	3072, 2906/301, 2926/301	Organization Theory and Behaviour	3 Hours					

DAY & DATE	TIME	EXAMINATION	SUBJECT CODE & NAME	DURATION
		TVET	138. 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, 1926/104A	Information Communication Technology (Theory) 1 Hour
			139. 1909/201	Clearing and Forwarding 3 Hours
			140. 1913/101	Library and Information Centre Operations 3 Hours
			141. 1907/202, 1916/202, 1923/202, 1924/202, 1925/202, 1926/202	Financial Accounting 3 Hours
			142. 1922/201	Principles of Accounting 3 Hours
			143. 2906/201, 2926/201, 2927/201	Office Administration and Management 3 Hours
			144. 2907/202	Co-operative Accounting 3 Hours
			145. 2908/301	Organization Theory and Behaviour 3 Hours
			146. 2912/201	Tourism Economics 3 Hours
			147. 2912/301, 2918/301	Tourism Marketing 3 Hours
			148. 2913/201	Archives Management 3 Hours
			149. 2913/301	Information Retrieval and Dissemination 3 Hours
			150. 2920/106	Computational Mathematics 3 Hours
			151. 2921/201	Petroleum Marketing and Regional Petroleum Supply Chain 3 Hours
			152. 2921/301	Liquefied Petroleum Gas 3 Hours
			153. 2924/301	Investment Policy and Regulatory Framework 3 Hours
			154. 2925/301	Shipping and Chartering Practice 3 Hours
			155. 2927/301	Disaster Emergency Information Management 3 Hours
	11:30 AM	BTEP	156. 1801/305	Secretarial Duties 3 Hours
			157. 1803/305	Principles of Warehousing and Stock Control 3 Hours
			158. 1804/305	Taxation 3 Hours
			159. 1806/304, 1807/305, 1808/305	Business Administration and Environment 3 Hours
			160. 2808/301	Accounting & Control 3 Hours
			161. 2814/101	Commercial Practice & Bookkeeping 3 Hours
			162. 2814/201	Marketing & Research in Small Business Enterprises 3 Hours
			163. 2814/301	Sectoral Based Operations 3 Hours
			164. 2815/201	Port Operations 3 Hours
			165. 3801/202	Public Relations 3 Hours
		S & G	166. 1223	Foundations of Accounting 3 Hours
			167. 3372	Shorthand III (110 wpm) -
			168. 3302	Supplies Management 3 Hours

DAY & DATE	TIME	EXAMINATION	SUBJECT CODE & NAME			DURATION			
		S & G/TVET	169.	3308	Purchasing Management	3 Hours			
			170.	2262, 1901/106	Secretarial Duties	3 Hours			
			171.	3175, 2902/301	International Marketing	3 Hours			
		TVET	172.	1902/201	Consumer Behaviour	3 Hours			
			173.	1906/202	Human and Public Relations	3 Hours			
			174.	1918/201	Tour Operations	3 Hours			
			175.	1919/201	Travel Operations	3 Hours			
			176.	2901/107	Secretarial Duties	3 Hours			
			177.	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			
			178.	2903/201	Purchasing Management	3 Hours			
			179.	2907/301	Public Relations	3 Hours			
			180.	2914/305, 2922/305	Fundamentals of Strategic Management	3 Hours			
			181.	2924/201	Asset Management	3 Hours			
			182.	2926/203	Labour Law	3 Hours			
			183.	2928/203, 2929/203, 2930/203	Media Convergence and Journalism	3 Hours			
			184.	2928/303, 2929/303, 2930/303	Photography for Journalism	3 Hours			
			DAY 4 THURSDAY 14 TH NOVEMBER 2019	8:00 AM	BTEP	185.	1801/302, 1803/304, 1808/303	Commerce	3 Hours
					S & G	186.	1052	Foundations of French(Written)	2½ Hours
187.	1062	Business Kiswahili I				2½ Hours			
S & G/TVET	188.	1273, 1901/102, 2901/102			Shorthand I (60 wpm)	-			
	189.	3307, 2903/301			Purchasing and Supply Strategy	3 Hours			
TVET	190.	1902/202			Marketing Communication	3 Hours			
	191.	1907/102			Co-operative Banking	3 Hours			
	192.	1907/201			Co-operative Law	3 Hours			
	193.	1916/201			Fundamentals of Containerization & Transport Logistics	3 Hours			
	194.	1922/103			Fundamentals of Project Management	3 Hours			
	195.	1922/203			Project Financing	3 Hours			
	196.	1924/101			Fundamentals of Investment	3 Hours			

DAY & DATE	TIME	EXAMINATION	SUBJECT CODE & NAME			DURATION				
			197.	1925/103	Shipping Documentation	3 Hours				
			198.	2901/203	Accounting	3 Hours				
			199.	2902/302	Marketing Planning	3 Hours				
			200.	2906/306, 2924/306, 2926/306	Financial Management	3 Hours				
			201.	2907/101	Nature of Cooperative Movement	3 Hours				
			202.	2912/304, 2918/304	Ecotourism	3 Hours				
			203.	2913/102	Records Management	3 Hours				
			204.	2914/105	Business Environment	3 Hours				
			205.	2921/102	Fundamentals of Energy Sources and Production	3 Hours				
			206.	2925/107	Shipping Documentation	3 Hours				
			207.	2927/101	Introduction to Disaster Management	3 Hours				
			208.	2927/203	Psychological Interventions in Disaster Management	3 Hours				
			209.	2927/302	Sustainable Community Development Strategies for Disaster Areas	3 Hours				
			210.	2928/102, 2929/102, 2930/102	Logic and Critical Thinking	3 Hours				
			211.	2928/202, 2929/202, 2930/202	Research Methods	3 Hours				
			212.	2928/302, 2929/302, 2930/302	Fundamentals of Digital Journalism	3 Hours				
			11:30 AM	BTEP		213.	2815/102	Customs Procedures	3 Hours	
						214.	3801/201A	Computer Applications (Theory)	1 Hour	
				S & G		215.	1192	Office Procedures I	2 Hours	
						216.	2192	Office Procedures II	2½ Hours	
						217.	3152	Financial Management III	3 Hours	
						218.	3173	Sales Management	3 Hours	
						219.	3178	Marketing Planning and Control	3 Hours	
						220.	3313	Clearing and Forwarding	3 Hours	
						221.	3373	Shorthand III (120 wpm)	-	
						222.	3374	Shorthand III (130 wpm)	-	
						223.	3375	Shorthand III (140 wpm)	-	
						224.	3376	Shorthand III (150 wpm)	-	
						S & G\TVET	225.	3309, 2903/202	Public Procurement and Finance	3 Hours
						S & G\TVET\BTEP	226.	3371, 2801/302, 2901/302	Shorthand III (100 wpm)	-
				TVET		227.	1908/201	Practice of Human Resource Management	3 Hours	
						228.	1909/202	Basic Motor Vehicle Care and Servicing	3 Hours	
						229.	1918/202, 1919/202	Touristic Geography	3 Hours	
						230.	1923/203	Supplies Operations	3 Hours	
						231.	2902/201	Sales Management	3 Hours	
						232.	2903/107	Warehousing Operations and Stock Control	3 Hours	
233.	2908/102	Office Administration and Management	3 Hours							
234.	2912/102, 2918/102	Tour Guiding and Travel Operations	3 Hours							
235.	2914/303	Small and Micro Enterprises Financial Management	3 Hours							
236.	2918/202	Recreation Guiding	3 Hours							

DAY & DATE	TIME	EXAMINATION	SUBJECT CODE & NAME			DURATION
			237.	2918/302	Tourism Law	3 Hours
			238.	2920/101	Introduction to Information Communication Technology and Ethics	3 Hours
			239.	2920/201	Systems Analysis and Design	3 Hours
			240.	2922/101	Fundamentals of Project Management	3 Hours
			241.	2922/202	Project Procurement and Management	3 Hours
			242.	2924/203	Risk Management	3 Hours
			DAY 5 FRIDAY 15 TH NOVEMBER 2019	8:00 AM	BTEP	243.
244.	2808/302, 2809/302, 2811/302	Labour & Industrial Relations				3 Hours
245.	2810/302	Legal Shorthand (100 wpm)				-
246.	3817/202	Administrative History				3 Hours
S & G	247.	1274			Shorthand I (70 wpm)	-
	248.	3102			Advanced Cost Accounting	3 Hours
	249.	3303			Principles of Procurement and Distribution	3 Hours
TVET	250.	1902/101			Principles and Practice of Selling	3 Hours
	251.	1903/101			Warehousing Operations and Stock Control	3 Hours
	252.	1907/203			Co-operative Accounting	3 Hours
	253.	1916/101			Sea Port Operations	3 Hours
	254.	1916/206			Sales & Marketing	3 Hours
	255.	1924/201			Investment Environment	3 Hours
	256.	2901/104, 2902/105, 2903/105, 2906/105, 2907/105, 2908/305, 2909/105, 2924/105, 2926/105			Economics	3 Hours
	257.	2901/303			Office Administration and Management	3 Hours
	258.	2906/202			Marketing Management	3 Hours
	259.	2907/203			Cooperative Banking	3 Hours
	260.	2913/105			Preservation and Conservation of Information	3 Hours
	261.	2913/205			Publishing and Book Trade	3 Hours
	262.	2913/305			Digital Library	3 Hours
	263.	2914/101			Entrepreneurial Behaviour	3 Hours
	264.	2914/201			Management of Business Enterprises	3 Hours
	265.	2920/103			Structured Programming	3 Hours
	266.	2920/206			Database Management Systems	3 Hours
	267.	2921/106			Petroleum Refineries and Processing	3 Hours
	268.	2921/203			Petroleum Distribution Depots	3 Hours
	269.	2921/303			Lubricants	3 Hours
270.	2925/105	Ports and Terminals	3 Hours			
271.	2928/105, 2929/105, 2930/105	News Writing and Reporting	3 Hours			
272.	2928/205, 2929/205, 2930/205	Socio-economic Development	3 Hours			
273.	2928/305	Editorial Writing	3 Hours			

DAY & DATE	TIME	EXAMINATION	SUBJECT CODE & NAME			DURATION		
	11:30 AM	BTEP	274.	2929/305	Mobile Journalism	3 Hours		
			275.	2930/305	Audio and Video Production	3 Hours		
			276.	2810/301	Legal Typewriting (50 wpm)	3¼ Hours		
			277.	2812/301	Travel & Tour Administration	3 Hours		
			278.	2813/301	Information Resources	3 Hours		
			279.	3801/203	Strategic Office Administration and Management	3 Hours		
			280.	3813/202	Publishing and Book Trade	3 Hours		
			281.	3814/205	Consultancy and Counselling	3 Hours		
			S & G/TVET	282.	2182, 1909/206	Office Administration and Management		3 Hours
				283.	2381, 1906/101, 1922/101, 1926/101	Fundamentals of Management and Environment		3 Hours
		284.		3179, 2902/304	Financial Aspects of Marketing		3 Hours	
		S & G	285.	2274	Shorthand II (90 w.p.m.)		-	
			286.	2371	Business Finance		3 Hours	
		TVET	287.	1903/203, 1906/203, 1926/203	Business Finance		3 Hours	
			288.	1909/101	Road Transport Management		3 Hours	
			289.	1913/102	Information Resources		3 Hours	
			290.	1918/102, 1919/102	Tour Guiding Techniques		3 Hours	
			291.	1923/106	Clerical Duties I		3 Hours	
			292.	1923/206	Clerical Duties II		3 Hours	
			293.	2903/203	Supply Management		3 Hours	
			294.	2908/201	Theory and Practice of Human Resource Management		3 Hours	
			295.	2909/201	Logistics and Physical Distribution		3 Hours	
			296.	2912/106, 2918/106	Touristic History		3 Hours	
			297.	2912/202	Fundamentals of Hotel Operations		3 Hours	
			298.	2918/203	Natural History of Invertebrates of East Africa		3 Hours	
			299.	2925/304	Economics of Sea Transport and International Trade		3 Hours	
			300.	2927/105	Disaster Preparedness and Response		3 Hours	
			301.	2927/206	Procurement and Logistics Management		3 Hours	
		DAY 6 MONDAY 18 TH NOVEMBER 2019	8.00 AM	BTEP	302.	0801/202, 0802/202, 0803/202	Business Organization	2½ Hours
					303.	1802/301	Principles and Practice of Marketing	3 Hours
					304.	1807/301/1	Co-operative Accounting	3 Hours
305.	1813/301				Information Technology	3 Hours		
306.	2815/204				Principles of Accounting	3 Hours		
307.	3806/101				Business Environment & Strategic Management	3 Hours		
308.	3806/201				Human Resource Management & Organizational Development	3 Hours		
309.	3813/203, 3817/203				Strategic and Financial Management	3 Hours		
310.	3814/201				Entrepreneurial Behaviour	3 Hours		
S & G	311.				2352	Labour and Industrial Law		2½ Hours
	312.			3172	Marketing Management		3 Hours	

DAY & DATE	TIME	EXAMINATION	SUBJECT CODE & NAME		DURATION	
		S & G/TVET	313.	3304, 2903/302, 2922/302	Operations Management	3 Hours
		TVET	314.	1913/103A	Computer Applications in Information - Paper 1 (Theory)	1 Hour
			315.	1916/203	Commerce	3 Hours
			316.	1920/101	Introduction to Information Communication Technology	3 Hours
			317.	1920/201	Computer Maintenance & Support	3 Hours
			318.	1922/202	Purchasing and Supplies Management	3 Hours
			319.	1925/203	Health, Safety and Security in Transport Logistics	3 Hours
			320.	2902/202	Marketing Management	3 Hours
			321.	2912/203	Tour Operations	3 Hours
			322.	2913/304	Management of Information systems and Services	3 Hours
			323.	2920/203	Object Oriented Programming	3 Hours
			324.	2924/304	Taxation Theory and Practice	3 Hours
			325.	2925/305	Shipping Finance	3 Hours
			326.	2927/106	Fire Disaster Management	3 Hours
			327.	2927/306	Legal Issues in Relation to Disaster Management	3 Hours
			328.	2928/207, 2929/207, 2930/207	Media and Society	3 Hours
			329.	2928/307	Advanced Editing	3 Hours
			330.	2929/307	Editing for Online Journalism	3 Hours
			331.	2930/307	Broadcast Presentation Skills	3 Hours
			11:30 AM	BTEP	332.	2804/301, 2806/301, 2809/301
	333.	2801/308, 2810/308			Word Processing	2½ Hours
	334.	2814/204			Computer Applications (Practical)	2½ Hours
	335.	2812/302			Touristic Geography	3 Hours
	336.	2813/302			Conservation & Restoration of Information Materials	3 Hours
	337.	2815/103			Quantitative Methods	3 Hours
	338.	2815/304			Marketing & Public Relations	3 Hours
	339.	3801/204			Business & Its Environment	3 Hours
	340.	3808/202			Employee Resourcing	3 Hours
	341.	3813/104B, 3817/104B			Automation in Information Systems Paper 2 (Practical)	2 Hours
	S & G	342.		1341B	Information Communication Technology I (Practical)	1 Hour
		343.		2012	Computerized Audio Document Processing II	2½ Hours
		344.		2223	Financial Accounting	3 Hours
		345.	3242	Public Finance	3 Hours	
346.		3282	Quantitative Techniques	3 Hours		
347.		3353	Human and Public Relations	3 Hours		

DAY & DATE	TIME	EXAMINATION	SUBJECT CODE & NAME			DURATION			
		TVET	348.	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, 1926/104B	Information Communication Technology (Practical)	2 Hours			
			349.	1903/201, 1906/201, 1926/201	Office Organization	3 Hours			
			350.	1908/202	Elements of Labour Law and Industrial Relations	3 Hours			
			351.	1913/201	Records Management	3 Hours			
			352.	2903/101 2907/302	Supply Chain Management and Purchasing Principles	3 Hours			
			353.	2903/204, 2906/204, 2913/204, 2914/204, 2926/204	Quantitative Techniques	3 Hours			
			354.	2922/204, 2925/204, 2927/204	Quantitative Techniques	3 Hours			
			355.	2907/204, 2924/204	Quantitative Techniques	3 Hours			
			356.	2906/304, 2914/304, 2927/304	Human Resource Management	3 Hours			
			357.	2908/302, 2909/302	Labour & Industrial Relations	3 Hours			
			358.	2909/202	Road Transport Economics	3 Hours			
			359.	2912/105, 2918/105	Fauna, Flora and Touristic Geography	3 Hours			
			360.	2914/301	Production and Operations Management	3 Hours			
			361.	2918/204	Astronomy	3 Hours			
			DAY 7 TUESDAY 19 TH NOVEMBER 2019	8:00 AM	BTEP	362.	1801/303	Typewriting (40 wpm)	2¼ Hours
						363.	1802/302	Marketing Communication	3 Hours
364.	1803/302	Principles of Procurement and Distribution				3 Hours			
365.	1804/302, 1805/302, 1806/302	Business Finance				3 Hours			
366.	3806/102	Management Consultancy & Research Methodology				3 Hours			
367.	3806/202	Operations Research				3 Hours			
368.	3813/204, 3817/204	Consultancy and Legal Aspects of Information				3 Hours			
369.	3814/202	Production Management				3 Hours			
S & G	370.	2082				Commerce II	2½ Hours		
	371.	3012			Computerized Audio Document Processing III	3 Hours			
	372.	3341B	Information Communication Technology III (Practical)	2 Hours					
S & G/TVET	373.	3176, 2902/305	Strategic Planning in Sales and Marketing	3 Hours					

DAY & DATE	TIME	EXAMINATION	SUBJECT CODE & NAME			DURATION
			374.	3352, 2906/302	Labour and Industrial Relations	3 Hours
		TVET	375.	1902/203, 1908/203	Book-keeping and Accounts	3 Hours
			376.	1903/204, 1906/204, 1909/204, 1922/204, 1923/204, 1924/204, 1926/204	Business Law	3 Hours
			377.	1913/202	Archives Operations	3 Hours
			378.	1920/104	Mathematics	3 Hours
			379.	1920/203	Structured Programming	3 Hours
			380.	1925/106	Commercial Shipping Geography	3 Hours
			381.	1925/204	Law of Carriage	3 Hours
			382.	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
			383.	2901/206	Commercial and Administrative Law	3 Hours
			384.	2902/204, 2908/204, 2909/204, 2920/204	Quantitative Methods	3 Hours
			385.	3312, 2906/203	Supply and Transport Management	3 Hours
			386.	2907/205	Principles and Practice of Marketing	3 Hours
			387.	2908/304	Accounting and Control	3 Hours
			388.	2918/205	Human Relations	3 Hours
			389.	2920/105	Operating Systems	3 Hours
			390.	2922/205B	Project Management Information Systems - Paper 2 (Practical)	1 Hour
	11:30 AM	BTEP	391.	0801/203, 0802/203, 0803/203	Book-keeping	2½ Hours
			392.	1807/302	Merchandise and Transport Management	3 Hours
			393.	1808/302	Personnel Management	3 Hours
			394.	1813/302	Information Resources	3 Hours
			395.	2801/303, 2806/303, 2808/303, 2810/303	Office Administration and Management	3 Hours
			396.	2802/302	Marketing Planning and Control	3 Hours
			397.	2803/302	Purchasing and Supplies: Logistics	3 Hours

DAY & DATE	TIME	EXAMINATION	SUBJECT CODE & NAME			DURATION		
			398.	2804/302, 2807/302	Financial Accounting	3 Hours		
			399.	2805/302	Lending	3 Hours		
			400.	2815/104	Information & Communication Technology	3 Hours		
			401.	3808/203	Training and Development	3 Hours		
			402.	3813/101	Collection Management	3 Hours		
			403.	3817/101	Records Management	3 Hours		
		S & G	404.	2341B	Information Communication Technology II (Practical)		2 Hours	
			405.	3022	Auditing III		3 Hours	
			406.	3062	Business Kiswahili III		3 Hours	
		S & G/TVET	407.	3305, 2903/304	International Purchasing		3 Hours	
		TVET	408.	1907/106	Business Law		3 Hours	
			409.	1918/205, 1919/205	Customer Care		3 Hours	
			410.	2903/205, 2914/205, 2924/202, 2925/205, 2926/205	Principles and Practice of Marketing		3 Hours	
			411.	2912/204	Tourism Accounting		3 Hours	
			412.	2920/301	Data Communication and Networking		3 Hours	
			413.	2921/105	Global Petroleum, Gas and Oil Markets & Global Environmental and Emerging Issues		3 Hours	
			414.	2921/205	Depot Safety and Security		3 Hours	
			415.	2921/304	Petroleum Dispensing Site Design		3 Hours	
			416.	2922/106	Project Financing		3 Hours	
			417.	2926/302	Reward Management		3 Hours	
			DAY 8 WEDNESDAY 20 TH NOVEMBER 2019	8:00 AM	BTEP	418.	1802/303	Sales Organization and Practice
		419.				1803/303, 1804/303, 1806/303	Cost Accounting	3 Hours
		420.				1805/303	Elements of Banking	3 Hours
		421.				1807/303	Co-operative Banking	3 Hours
		422.				1813/303	Readers Services	3 Hours
		423.				2802/303	Marketing Information Systems & Marketing Research	3 Hours
		424.				2804/303	Business Finance	3 Hours
425.	2805/303	Investment				3 Hours		
426.	2807/303	Principles and Practice of Marketing				3 Hours		
427.	2808/304	Labour and Industrial Law				3 Hours		
428.	2809/303	Modes of Transport				3 Hours		
S & G	429.	1082				Commerce I		2½ Hours
	430.	3093			Commercial and Administrative Law		3 Hours	
S & G/TVET	431.	3331, 2901/301			Computerized Document Processing III		3 Hours	
TVET	432.	1901/104B			Information Communication Technology I - Paper 2 (Practical)		1 Hour	
	433.	1908/102			Office Administration and Management		3 Hours	
	434.	1920/103			Basic Electronics		3 Hours	
	435.	1924/102, 1925/102			Business Calculations		3 Hours	
	436.	2901/109B			Information Communication Technology I - Paper 2 (Practical)		1 Hour	

DAY & DATE	TIME	EXAMINATION	SUBJECT CODE & NAME			DURATION	
			437.	2906/205	Commercial and Administrative Law	3 Hours	
			438.	2908/202	Labour and Industrial Law	3 Hours	
			439.	2913/203	Library Management	3 Hours	
			440.	2918/201	Cultural Tourism	3 Hours	
			441.	2920/102B	Computer Applications I - Paper 2 (Practical)	1 Hour	
			442.	2920/205	Visual Programming	3 Hours	
			443.	2924/302	Portfolio Management	3 Hours	
		11:30 AM	BTEP	444.	2803/303	Purchasing and Supplies: Provisioning	3 Hours
				445.	2812/303	Touristic History	3 Hours
				446.	2813/303	Organization & Retrieval of Information	3 Hours
				447.	2814/103	Entrepreneurial Behaviour & Start-up Procedures of Small Business Enterprises	3 Hours
				448.	2814/203	Communication and Information Technology	3 Hours
				449.	2814/303	Legal Aspects of Small Business Practice	3 Hours
				450.	2815/203	Management Practice	3 Hours
				451.	2815/303	Legal Aspects of Shipping	3 Hours
				452.	3801/201B	Computer Applications (Practical)	2 Hours
				453.	3806/203	Strategic Marketing Management	3 Hours
				454.	3808/204	Reward Management	3 Hours
				455.	3813/102, 3817/102	Reprography and Conservation of Information	3 Hours
				456.	3814/203	Marketing	3 Hours
					S & G	457.	2282
			TVET	458.	1901/205, 1902/205, 1903/205, 1906/205, 1907/205, 1909/205, 1923/205, 1924/205, 1926/205	Economics	3 Hours
				459.	1903/102, 1906/102, 1922/102, 1926/102	Business Calculations & Statistics	3 Hours
				460.	1909/102, 1916/102	Business Calculations & Statistics	3 Hours
				461.	1913/203	Preservation and Conservation of Information	3 Hours
				462.	1920/202B	Computer Applications II - Paper 2 (Practical)	2 Hours
				463.	1922/205	Resource Mobilization	3 Hours
				464.	1923/102	Business Calculations & Statistics	3 Hours
				465.	2912/207	Travel Agency	3 Hours
				466.	2921/206	Customer Service and Operating Procedures	3 Hours
				467.	2922/205A	Project Management Information Systems - Paper 1 (Theory)	2 Hours
468.	2924/107			Valuation and Analysis of Investment	3 Hours		
469.	2925/202			Environmental Aspects of Shipping	3 Hours		
470.	2927/107			First Aid in Disaster Management	3 Hours		
471.	2928/208, 2929/208, 2930/208			Feature Writing	3 Hours		
DAY 9 THURSDAY 21 ST NOVEMBER 2019	8:00 AM	BTEP	472.	0801/205, 0802/205, 0803/205	Support Subjects	2½ Hours	
			473.	1813/304	Library Operations	3 Hours	

DAY & DATE	TIME	EXAMINATION	SUBJECT CODE & NAME			DURATION			
			474.	2806/304	Theory & Practice of Management	3 Hours			
			475.	2809/304	Transport Policy & Planning	3 Hours			
			476.	2812/306	Principles and Practice of Management	3 Hours			
			477.	2813/304	Management of Libraries, Archives & Other Information Centres	3 Hours			
			478.	3806/104	Legal Aspects of Business Management	3 Hours			
			479.	3806/204	Management Accounting	3 Hours			
			480.	3814/204	Human Resource Management	3 Hours			
			S & G	481.	1032	Business Calculations I	2 Hours		
				482.	1163	Introduction to Law	2½ Hours		
				483.	1292	Storekeeping I	2½ Hours		
			S & G/TVET	484.	2332, 1901/201, 2901/201	Computerized Document Processing II	2½ Hours		
			TVET	485.	1901/103, 1903/103, 1906/103, 1907/103, 1908/103, 1909/103, 1923/103, 1926/103	Commerce	3 Hours		
					486.	1907/204	Business Administration and Environment	3 Hours	
					487.	1916/204, 1923/201, 1925/201	Fundamentals of Management & Environment	3 Hours	
		488.			1920/102B	Computer Applications I - Paper 2 (Practical)	2 Hours		
		489.			2901/304B	Information Communication Technology III - Paper 2 (Practical)	1 Hour		
		490.			2907/304	Auditing	3 Hours		
		491.			2909/102	Clearing & Forwarding	3 Hours		
		492.			2912/302	Tourism Policy and Planning	3 Hours		
		493.			2920/302	Management Information Systems	3 Hours		
		494.			2921/204	Petroleum Environment, Health and Safety Management Systems	3 Hours		
		495.			2921/305	Petroleum Site Best Practices and Brand Management	3 Hours		
		496.			2925/101	Introduction to Shipping	3 Hours		
		497.			2925/306	Multi-Modal Transport Logistics	3 Hours		
		11.30 AM			BTEP	498.	1802/304	Consumer Organization and Behaviour	3 Hours
						499.	1804/304	Auditing	3 Hours
			500.	1805/304		Foreign Exchange and Exchange Control	3 Hours		
			501.	1807/304		Co-operative Law	3 Hours		
			502.	1808/304		Industrial and Labour Law	3 Hours		
			503.	2801/305, 2810/305		Public and Human Relations	3 Hours		
			504.	2802/304		International Marketing	3 Hours		
			505.	2803/304		Materials and Production Management	3 Hours		
506.	2804/304		Auditing	3 Hours					
507.	2805/304		Accountancy	3 Hours					
508.	2808/305, 2811/305		Human Resource Management	3 Hours					
509.	2807/304		Co-operative Banking	3 Hours					

DAY & DATE	TIME	EXAMINATION	SUBJECT CODE & NAME		DURATION				
			510.	3802/104, 3806/103, 3813/103, 3817/103	Information Communication Technology	3 Hours			
			511.	3808/205	Employee Relations	3 Hours			
		S & G	512.	1193	Office Organization	2½ Hours			
			513.	2132	Economics	2½ Hours			
		S & G/TVET	514.	3103, 2903/305, 2906/305, 2907/305, 2926/305	Managerial Accounting	3 Hours			
		TVET	515.	1913/103B	Computer Applications in Information - Paper 2 (Practical)	2 Hours			
			516.	1913/204	Mail and Courier Service	3 Hours			
			517.	1918/103/1, 1919/103/1	French I (Written)	3 Hours			
			518.	1918/106/1, 1919/106/1	German I (Written)	3 Hours			
			519.	1918/206, 1919/206	Fauna, Flora and Environmental Studies	3 Hours			
			520.	1925/205	Ports and Terminals	3 Hours			
			521.	2909/205	Law of Business and Carriage	3 Hours			
			522.	2909/304	Management Accounting	3 Hours			
			523.	2920/202B	Computer Applications II - Paper 2 (Practical)	1 Hour			
			524.	2926/304	Employee Relations	3 Hours			
			DAY 10 FRIDAY 22 ND NOVEMBER 2019	8:00 AM	BTEP	525.	0801/204, 0802/204, 0803/204	Clerical Duties	2½ Hours
						526.	1813/305	Archival Operations	3 Hours
		527.				2802/305	Marketing of Services & Agricultural Products	3 Hours	
		528.				2803/305	Public Procurement	3 Hours	
		529.				2804/305	Taxation	3 Hours	
		530.				2805/305	Branch Banking: Law and Practice	3 Hours	
		531.				2807/306	Nature of Co-operative Movement	3 Hours	
		S & G/TVET			532.	1331, 1901/101, 1923/101, 2901/106,	Computerized Document Processing I	2 Hours	
		S & G			533.	1361	Elements of HRM	2½ Hours	
534.	2062				Business Kiswahili II	3 Hours			
TVET	535.	1903/106, 1906/106			Financial Accounting	3 Hours			
	536.	1906/206			Sales and Marketing	3 Hours			
	537.	1909/106			Financial Accounting	3 Hours			
	538.	1913/106			Quantitative Methods	3 Hours			
	539.	1916/103			Commercial Shipping	3 Hours			
	540.	2901/205B			Information Communication Technology II - Paper 2 (Practical)	2 Hours			
	541.	2901/305			Statistics	3 Hours			
	542.	2902/102			Principles and Practice of Marketing	3 Hours			
	543.	2909/106			Motor Vehicle Care & Servicing	3 Hours			
	544.	2912/205			Public Relations	3 Hours			
	545.	2912/306			Tourism Product Development	3 Hours			
	546.	2913/106	Professional Ethics	3 Hours					
	547.	2913/206	Information in Society	3 Hours					

DAY & DATE	TIME	EXAMINATION	SUBJECT CODE & NAME			DURATION
			548.	2913/306	Legal Aspects of Information	3 Hours
			549.	2914/206	Resource Mobilization and Evaluation	3 Hours
			550.	2921/107	Accounting and Costing in Petroleum Business	3 Hours
			551.	2925/203	Containerization	3 Hours
			552.	2928/106, 2929/106, 2930/106	Media Law and Ethics	3 Hours
			553.	2928/206, 2929/206, 2930/206	Editing for Print Media	3 Hours
			554.	2928/306	Print Production	3 Hours
			555.	2929/306	Computer Assisted Reporting	3 Hours
			556.	2930/306	Broadcast News Production	3 Hours
	11:30 AM	BTEP	557.	2801/306, 2806/306, 2810/306	Commercial and Administrative Law	3 Hours
			558.	2805/306	Finance of International Trade: Payments & Services	3 Hours
			559.	2807/305	Co-operative Law	3 Hours
			560.	2809/305	Transport Economics	3 Hours
		S & G	561.	1252	Principles and Practice of Selling	2½ Hours
			562.	2092	Commercial Law I	2½ Hours
		S & G/TVET	563.	3177, 2902/306	Marketing Research	3 Hours
			564.	3306, 2903/306	Project and Contract Management	3 Hours
		TVET	565.	1901/204B	Information Communication Technology II - Paper 2 (Practical)	2 Hours
			566.	1902/204	Introduction to Law	3 Hours
			567.	1903/202 1907/206	Supply Chain Management and Purchasing Principles	3 Hours
			568.	1909/203	Elements of Costing	3 Hours
			569.	1913/104	Information and Communication Technology	3 Hours
			570.	1913/205	Professional Ethics	3 Hours
			571.	1920/106	Operating Systems	3 Hours
			572.	1924/103	Financial Markets and Institutions	3 Hours
			573.	1924/203	Valuation and Analysis of Investment	3 Hours
			574.	1925/206	Shipping Business	3 Hours
			575.	2903/106, 2906/106, 2907/106, 2914/106, 2924/106, 2926/106	Business Law	3 Hours
			576.	2903/206, 2906/206, 2907/206, 2922/206	Cost Accounting	3 Hours
			577.	2909/206, 2926/206	Human and Public Relations	3 Hours
			578.	2909/305	Fleet Management	3 Hours
			579.	2912/107/1, 2918/107/1	French I (Written)	3 Hours
			580.	2912/109/1, 2918/109/1	German I (Written)	3 Hours
			581.	2914/306	Risk Management	3 Hours
			582.	2922/301	Risk Management in Projects	3 Hours

DAY & DATE	TIME	EXAMINATION	SUBJECT CODE & NAME			DURATION
			583.	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:-**
- 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;
 - 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;
 - 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