



THE KENYA NATIONAL EXAMINATIONS COUNCIL

KNEC/GEN/TD/PSE/BUS/TT/30/2024

2024 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.***
- 1.2 In case of any discrepancy, the time stated on the question paper should be taken as correct.
- 1.3 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.
- 1.4 Any time allocated to reading through questions is included in the total time shown, except when special paper instructions indicate otherwise.
- 1.5 **IMPORTANT NOTICE:**
 - 1.5.1 Your attention is drawn to the regulations governing the conduct of candidates on page 20.
 - 1.5.2 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 27 TH TO FRIDAY 29 TH NOVEMBER 2024 (Day 8 to Day 10)	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
Last Date of Submission: FRIDAY 15 TH NOVEMBER 2024	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 15 TH NOVEMBER 2024	ALL	16.	REHEARSAL		

2.2 WRITTEN & PRACTICAL PAPERS

DAY, DATE & TIME	EXAMINATION	SUBJECT CODE & NAME			DURATION
DAY 1 MONDAY 18 TH NOVEMBER 2024 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.	2812/306	Principles and Practice of Management	3 Hours
		25.	3813/201	Management of User Services	3 Hours
		26.	3817/201	Archives Management	3 Hours
	S&G	27.	1341B	Information Communication Technology I (Practical)	1 Hour
		28.	2102	Cost Accounting	3 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	Fundamentals of Human Resource Management	3 Hours
		41.	1926/206	Human Resource Records Management	3 hours
		42.	2901/107	Secretarial Duties	3 Hours
		43.	2912/205	Public Relations	3 Hours
		44.	2918/201	Cultural Tourism	3 Hours
		45.	2921/202	Petroleum Transportation and Legal Regulatory Framework	3 Hours
		46.	2921/302	Aviation	3 Hours
		47.	2914/203 2922/203	Project Monitoring and Evaluation	3 Hours
48.		2927/202	Crisis and Emergency Management	3 Hours	
DAY 2 TUESDAY	BTEP	49.	0801/204, 0802/204, 0803/204	Clerical Duties	2½ Hours
		50.	1813/305	Archival Operations	3 Hours

DAY, DATE & TIME	EXAMINATION	SUBJECT CODE & NAME		DURATION	
19 TH NOVEMBER 2024 8:00 AM		51.	2801/306, 2806/306, 2810/306	Commercial and Administrative Law	3 Hours
		52.	2802/305	Marketing of Services & Agricultural Products	3 Hours
		53.	2803/305	Public Procurement	3 Hours
		54.	2804/305	Taxation	3 Hours
		55.	2805/305	Branch Banking: Law and Practice	3 Hours
		56.	2807/306	Nature of Co-operative Movement	3 Hours
		57.	2809/305	Transport Economics	3 Hours
		58.	3806/104	Legal Aspects of Business Management	3 Hours
	S & G	59.	1252	Principles and Practice of Selling	2½ Hours
		60.	2062	Business Kiswahili II	2½ Hours
		61.	2092	Commercial Law I	2½ Hours
	S & G/TVET	62.	1331, 1901/101, 1923/101, 2901/106	Computerized Document Processing I	2 Hours
		63.	3177, 2902/306	Marketing Research	3 Hours
		64.	3306, 2903/306	Project and Contract Management	3 Hours
	TVET	65.	1901/204B	Information Communication Technology II - Paper 2 (Practical)	2 Hours
		66.	1902/204	Introduction to Law	3 Hours
		67.	1903/106, 1906/106	Financial Accounting	3 Hours
		68.	1903/202 1907/206	Supply Chain Management and Purchasing Principles	3 Hours
		69.	1906/206	Sales and Marketing	3 Hours
		70.	1909/106	Financial Accounting	3 Hours
		71.	1909/203	Elements of Costing	3 Hours
		72.	1913/104	Information and Communication Technology	3 Hours
		73.	1913/205	Professional Ethics	3 Hours
		74.	1916/103	Commercial Shipping	3 Hours
		75.	1920/106	Operating Systems	3 Hours
		76.	1924/103	Financial Markets and Institutions	3 Hours
		77.	1924/203	Valuation and Analysis of Investment	3 Hours
		78.	1925/206	Shipping Business	3 Hours
		79.	2901/205B	Information Communication Technology II - Paper 2 (Practical)	2 Hours
		80.	2901/305	Statistics	3 Hours
		81.	2902/102	Principles and Practice of Marketing	3 Hours
		82.	2903/106, 2906/106, 2907/106, 2914/106, 2924/106, 2926/106	Business Law	3 Hours
		83.	2903/206, 2906/206, 2907/206, 2922/206	Cost Accounting	3 Hours
		84.	2909/106	Motor Vehicle Care & Servicing	3 Hours
	85.	2909/206	Human and Public Relations	3 Hours	
	86.	2909/305	Fleet Management	3 Hours	

DAY, DATE & TIME	EXAMINATION	SUBJECT CODE & NAME		DURATION			
		87.	2912/107/1, 2918/107/1	French I (Written)	3 Hours		
		88.	2912/109/1, 2918/109/1	German I (Written)	3 Hours		
		89.	2913/106	Professional Ethics	3 Hours		
		90.	2913/206	Information in Society	3 Hours		
		91.	2913/306	Legal Aspects of Information	3 Hours		
		92.	2914/206	Resource Mobilization and Evaluation	3 Hours		
		93.	2914/306	Risk Management	3 Hours		
		94.	2921/107	Accounting and Costing in Petroleum Business	3 Hours		
		95.	2922/301	Risk Management in Projects	3 Hours		
		96.	2925/203	Containerization	3 Hours		
		97.	2925/307	Marine Insurance	3 Hours		
		98.	2926/206	Human and Public Relations	3 Hours		
		99.	2926/304	Employee Relations	3 Hours		
		100.	2928/106, 2929/106, 2930/106	Media Law and Ethics	3 Hours		
		101.	2928/206, 2929/206, 2930/206	Editing for Print Media	3 Hours		
		102.	2928/306	Print Production	3 Hours		
		103.	2929/306	Broadcast News Production	3 Hours		
		104.	2930/306	Computer Assisted Reporting	3 Hours		
		DAY 3 WEDNESDAY 20 TH NOVEMBER 2024 8.00 AM	BTEP	105.	2802/306	Commercial Law	3 Hours
				106.	2803/306	Purchasing and Supplies: Planning Policy and Organization	3 Hours
107.	2804/306			Company Law	3 Hours		
108.	2806/305			Human Resource Management and Industrial Relations	3 Hours		
109.	2814/204			Computer Applications (Practical)	2½ Hours		
110.	2815/101			Cargo Storage and Warehousing	3 Hours		
111.	2815/301			Shipping Principles & Practice	3 Hours		
112.	3813/104B, 3817/104B			Automation in Information Systems Paper 2 (Practical)	2 Hours		
S & G	113.		1341A	Information Communication Technology I (Theory)	2 Hours		
	114.		2032	Business Calculations II	2½ Hours		
	115.		3341A	Information Communication Technology III (Theory)	1 Hour		
	116.		3372	Shorthand III (110 wpm)			
S & G/TVET	117.		2273, 1801/304, 1901/202, 2901/202	Shorthand II (80 wpm)	-		
	118.		3072, 2906/301, 2926/301	Organization Theory and Behaviour	3 Hours		

DAY, DATE & TIME	EXAMINATION	SUBJECT CODE & NAME		DURATION	
	TVET	119.	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
		120.	1909/201	Clearing and Forwarding	3 Hours
		121.	1913/101	Library and Information Centre Operations	3 Hours
		122.	1907/202, 1916/202, 1923/202, 1924/202, 1925/202, 1926/202	Financial Accounting	3 Hours
		123.	1920/102B	Computer Applications I - Paper 2 (Practical)	2 Hours
		124.	1922/201	Principles of Accounting	3 Hours
		125.	2906/201, 2926/201, 2927/201	Office Administration and Management	3 Hours
		126.	2907/202	Co-operative Accounting	3 Hours
		127.	2908/301	Organization Theory and Behaviour	3 Hours
		128.	2912/201	Tourism Economics	3 Hours
		129.	2912/301, 2918/301	Tourism Marketing	3 Hours
		130.	2913/201	Archives Management	3 Hours
		131.	2913/301	Information Retrieval and Dissemination	3 Hours
		132.	2920/106	Computational Mathematics	3 Hours
		133.	2921/201	Petroleum Marketing and Regional Petroleum Supply Chain	3 Hours
		134.	2921/301	Liquefied Petroleum Gas	3 Hours
		135.	2924/301	Investment Policy and Regulatory Framework	3 Hours
136.	2925/301	Shipping and Chartering Practice	3 Hours		
137.	2927/301	Disaster Emergency Information Management	3 Hours		
DAY 4 THURSDAY 21 ST NOVEMBER 2024 8:00 AM	BTEP	138.	1801/302, 1803/304, 1808/303	Commerce	3 Hours
	S & G	139.	1052	Foundations of French (Written)	2½ Hours
		140.	3373	Shorthand III (120 wpm)	-
		141.	3374	Shorthand III (130 wpm)	-
		142.	3375	Shorthand III (140 wpm)	-
		143.	3376	Shorthand III (150 wpm)	-
	S & G/TVET	144.	1273, 1901/102, 2901/102	Shorthand I (60 wpm)	-
		145.	3178, 2902/302	Marketing Planning and Control	3 Hours
		146.	3307, 2903/301	Purchasing and Supply Strategy	3 Hours

DAY, DATE & TIME	EXAMINATION	SUBJECT CODE & NAME		DURATION	
	TVET	147.	3371, 2801/302, 2901/302	Shorthand III (100 wpm)	-
		148.	1902/202	Marketing Communication	3 Hours
		149.	1907/102	Co-operative Banking	3 Hours
		150.	1907/201	Co-operative Law	3 Hours
		151.	1916/201	Fundamentals of Containerization & Transport Logistics	3 Hours
		152.	1920/202B	Computer Applications II - Paper 2 (Practical)	2 Hours
		153.	1922/103	Fundamentals of Project Management	3 Hours
		154.	1922/203	Project Financing	3 Hours
		155.	1924/101	Fundamentals of Investment	3 Hours
		156.	1925/103	Shipping Documentation	3 Hours
		157.	2901/203	Accounting	3 Hours
		158.	2906/306, 2924/306, 2926/306	Financial Management	3 Hours
		159.	2907/101	Nature of Cooperative Movement	3 Hours
		160.	2912/304, 2918/304	Ecotourism	3 Hours
		161.	2913/102	Records Management	3 Hours
		162.	2914/105	Business Environment	3 Hours
		163.	2921/102	Fundamentals of Energy Sources and Production	3 Hours
		164.	2925/107	Shipping Documentation	3 Hours
		165.	2927/101	Introduction to Disaster Management	3 Hours
		166.	2927/203	Psychological Interventions in Disaster Management	3 Hours
167.	2927/302	Sustainable Community Development Strategies for Disaster Areas	3 Hours		
168.	2928/102, 2929/102, 2930/102	Logic and Critical Thinking	3 Hours		
169.	2928/202, 2929/202, 2930/202	Research Methods	3 Hours		
170.	2928/302, 2929/302, 2930/302	Fundamentals of Digital Journalism	3 Hours		
DAY 5 FRIDAY 22 ND NOVEMBER 2024 8:00 AM	BTEP	171.	1803/301, 1804/301, 1805/301, 1806/301, 1807/301/2,	Financial Accounting	3 Hours
		172.	2808/302, 2809/302, 2811/302	Labour & Industrial Relations	3 Hours
		173.	2810/302	Legal Shorthand (100 wpm)	-
		174.	3817/202	Administrative History	3 Hours
	S & G	175.	1274	Shorthand I (70 wpm)	-
		176.	2274	Shorthand II (90 w.p.m.)	-
		177.	2352	Labour and Industrial Law	2½ Hours
		178.	3102	Advanced Cost Accounting	3 Hours
		179.	3303	Principles of Procurement and Distribution	3 Hours

DAY, DATE & TIME	EXAMINATION	SUBJECT CODE & NAME		DURATION	
	TVET	180.	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
		181.	1907/203	Co-operative Accounting	3 Hours
		182.	1916/206	Sales & Marketing	3 Hours
		183.	1924/201	Investment Environment	3 Hours
		184.	2901/104, 2902/105, 2903/105, 2906/105, 2907/105, 2908/305, 2909/105, 2924/105, 2926/105	Economics	3 Hours
		185.	2901/303	Office Administration and Management	3 Hours
		186.	2906/202	Marketing Management	3 Hours
		187.	2907/203	Cooperative Banking	3 Hours
		188.	2913/105	Preservation and Conservation of Information	3 Hours
		189.	2913/205	Publishing and Book Trade	3 Hours
		190.	2913/305	Digital Library	3 Hours
		191.	2914/101	Entrepreneurial Behaviour	3 Hours
		192.	2914/201	Management of Business Enterprises	3 Hours
		193.	2920/103	Structured Programming	3 Hours
		194.	2920/206	Database Management Systems	3 Hours
		195.	2921/106	Petroleum Refineries and Processing	3 Hours
		196.	2921/203	Petroleum Distribution Depots	3 Hours
		197.	2921/303	Lubricants	3 Hours
		198.	2922/105	Resource Mobilization	3 Hours
		199.	2925/105	Ports and Terminals	3 Hours
		200.	2928/105, 2929/105, 2930/105	News Writing and Reporting	3 Hours
		201.	2928/205, 2929/205, 2930/205	Social-economic Development	3 Hours
		202.	2928/305	Editorial Writing	3 Hours
		203.	2929/305	Audio and Video Production	3 Hours
204.	2930/305	Mobile Journalism	3 Hours		
DAY 6 MONDAY 25 TH NOVEMBER 2024 8.00 AM	BTPEP	205.	0801/202, 0802/202, 0803/202	Business Organization	2½ Hours
		206.	1802/301	Principles and Practice of Marketing	3 Hours
		207.	1807/301/1	Co-operative Accounting	3 Hours
		208.	1813/301	Information Technology	3 Hours

DAY, DATE & TIME	EXAMINATION	SUBJECT CODE & NAME		DURATION	
		209.	2801/308, 2810/308	Word Processing	2½ Hours
		210.	2804/301, 2806/301, 2809/301	Managerial Accounting	3 Hours
		211.	2807/305	Co-operative Law	3 Hours
		212.	2812/302	Touristic Geography	3 Hours
		213.	2813/302	Conservation & Restoration of Information Materials	3 Hours
		214.	2814/201	Marketing & Research in Small Business Enterprises	3 Hours
		215.	2815/103	Quantitative Methods	3 Hours
		216.	2815/204	Principles of Accounting	3 Hours
		217.	2815/304	Marketing and Public Relations	3 Hours
		218.	3801/204	Business and Its Environment	3 Hours
		219.	3806/101	Business Environment & Strategic Management	3 Hours
		220.	3806/201	Human Resource Management & Organizational Development	3 Hours
		221.	3808/202	Employee Resourcing	3 Hours
		222.	3813/203, 3817/203	Strategic and Financial Management	3 Hours
		223.	3814/201	Entrepreneurial Behaviour	3 Hours
	S & G	224.	1082	Commerce I	2½ Hours
	S & G	225.	2012	Computerized Audio Document Processing II	2½ Hours
	S & G	226.	2082	Commerce II	2½ Hours
	S & G	227.	2223	Financial Accounting	3 Hours
	S & G	228.	3172	Marketing Management	3 Hours
	S & G	229.	3242	Public Finance	3 Hours
	S & G	230.	3282	Quantitative Techniques	3 Hours
	S & G	231.	3353	Human and Public Relations	3 Hours
	S & G/TVET	232.	2381, 1906/101, 1922/101, 1926/101	Fundamentals of Management and Environment	3 Hours
	S & G/TVET	233.	3304, 2903/302, 2922/302	Operations Management	3 Hours
	TVET	234.	1902/101	Principles and Practice of Selling	3 Hours
	TVET	235.	1903/101	Warehousing Operations and Stock Control	3 Hours
	TVET	236.	1903/201, 1906/201, 1926/201	Office Organization	3 Hours
	TVET	237.	1908/202	Elements of Labour Law and Industrial Relations	3 Hours
	TVET	238.	1909/101	Road Transport Management	3 Hours
	TVET	239.	1913/103A	Computer Applications in Information - Paper 1 (Theory)	1 Hour
	TVET	240.	1913/201	Records Management	3 Hours
	TVET	241.	1916/101	Sea Port Operations	3 Hours
	TVET	242.	1916/203	Commerce	3 Hours
	TVET	243.	1918/102, 1919/102	Tour Guiding Techniques	3 Hours
	TVET	244.	1920/101	Introduction to Information Communication Technology	3 Hours
	TVET	245.	1920/201	Computer Maintenance & Support	3 Hours
	TVET	246.	1922/202	Purchasing and Supplies Management	3 Hours
	TVET	247.	1923/106	Clerical Duties I	3 Hours
	TVET	248.	1925/203	Health, Safety and Security in Transport Logistics	3 Hours
	TVET	249.	2902/202	Marketing Management	3 Hours

DAY, DATE & TIME	EXAMINATION	SUBJECT CODE & NAME		DURATION			
		250.	2903/101 2907/302	Supply Chain Management and Purchasing Principles	3 Hours		
		251.	2903/204, 2906/204, 2913/204, 2914/204, 2926/204	Quantitative Techniques	3 Hours		
		252.	2906/304, 2914/304, 2927/304	Human Resource Management	3 Hours		
		253.	2907/204, 2924/204	Quantitative Techniques	3 Hours		
		254.	2908/302, 2909/302	Labour & Industrial Relations	3 Hours		
		255.	2909/202	Road Transport Economics	3 Hours		
		256.	2912/105, 2918/105	Fauna, Flora and Touristic Geography	3 Hours		
		257.	2912/203	Tour Operations	3 Hours		
		258.	2912/302	Tourism Policy and Planning	3 Hours		
		259.	2913/304	Management of Information systems and Services	3 Hours		
		260.	2918/204	Astronomy	3 Hours		
		261.	2920/102B	Computer Applications 1 - Paper 2 (Practical)	1 Hour		
		262.	2920/203	Object Oriented Programming	3 Hours		
		263.	2921/105	Global Petroleum, Gas and Oil Markets & Global Environmental and Emerging Issues	3 Hours		
		264.	2922/204, 2925/204, 2927/204	Quantitative Techniques	3 Hours		
		265.	2924/101	Investment Environment	3 Hours		
		266.	2924/304	Taxation Theory and Practice	3 Hours		
		267.	2925/305	Shipping Finance	3 Hours		
		268.	2927/106	First Aid in Disaster Management	3 Hours		
		269.	2928/104, 2929/104, 2930/104	Communication Skills	3 Hours		
		270.	2928/207, 2929/207, 2930/207	Media and Society	3 Hours		
		271.	2928/307	Advanced Editing	3 Hours		
		272.	2929/307	Broadcast Presentation Skills	3 Hours		
		273.	2930/307	Editing for Online Journalism	3 Hours		
		DAY 7 TUESDAY 26 TH NOVEMBER 2024 8:00 AM	BTEP	274.	0801/203, 0802/203, 0803/203	Book-keeping	2½ Hours
				275.	1801/303	Typewriting (40 wpm)	2¾ Hours
				276.	1802/302	Marketing Communication	3 Hours
277.	1803/302			Principles of Procurement and Distribution	3 Hours		
278.	1804/302, 1805/302, 1806/302			Business Finance	3 Hours		
279.	1807/302			Merchandise and Transport Management	3 Hours		
280.	1808/302			Personnel Management	3 Hours		
281.	1813/302	Information Resources	3 Hours				

DAY, DATE & TIME	EXAMINATION	SUBJECT CODE & NAME		DURATION	
		282.	2801/303, 2806/303, 2808/303, 2810/303	Office Administration and Management	3 Hours
		283.	2802/302	Marketing Planning and Control	3 Hours
		284.	2803/302	Purchasing and Supplies: Logistics	3 Hours
		285.	2804/302, 2807/302	Financial Accounting	3 Hours
		286.	2805/302	Lending	3 Hours
		287.	2815/104	Information & Communication Technology	3 Hours
		288.	3806/102	Management Consultancy & Research Methodology	3 Hours
		289.	3806/202	Operations Research	3 Hours
		290.	3808/203	Training and Development	3 Hours
		291.	3813/101	Collection Management	3 Hours
		292.	3814/202	Production Management	3 Hours
		293.	3813/204, 3817/204	Consultancy and Legal Aspects of Information	3 Hours
		294.	3817/101	Records Management	3 Hours
	S & G	295.	1361	Elements of HRM	2½ Hours
		296.	2341B	Information Communication Technology II (Practical)	2 Hours
		297.	3012	Computerized Audio Document Processing III	3 Hours
		298.	3022	Auditing III	3 Hours
		299.	3062	Business Kiswahili III	3 Hours
		300.	3341B	Information Communication Technology III (Practical)	2 Hours
	S & G/TVET	301.	3176, 2902/305	Strategic Planning in Sales and Marketing	3 Hours
		302.	3305, 2903/304	International Purchasing	3 Hours
		303.	3312, 2906/203	Supply and Transport Management	3 Hours
		304.	3352, 2906/302	Labour and Industrial Relations	3 Hours
	TVET	305.	1902/203, 1908/203	Book-keeping and Accounts	3 Hours
		306.	1903/204, 1906/204, 1909/204, 1922/204, 1923/204, 1924/204, 1926/204	Business Law	3 Hours
		307.	1907/106	Business Law	3 Hours
		308.	1913/202	Archives Operations	3 Hours
		309.	1918/205, 1919/205	Customer Care	3 Hours
		310.	1920/104	Mathematics	3 Hours
		311.	1920/203	Structured Programming	3 Hours
		312.	1925/106	Commercial Shipping Geography	3 Hours
		313.	1925/204	Law of Carriage	3 Hours
		314.	2901/206	Commercial and Administrative Law	3 Hours

DAY, DATE & TIME	EXAMINATION	SUBJECT CODE & NAME		DURATION			
		315.	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		
		316.	2902/204, 2908/204, 2909/204, 2920/204	Quantitative Methods	3 Hours		
		317.	2903/205, 2907/205, 2914/205, 2924/202, 2925/205, 2926/205	Principles and Practice of Marketing	3 Hours		
		318.	2908/304	Accounting and Control	3 Hours		
		319.	2912/204	Tourism Accounting	3 Hours		
		320.	2912/306	Tourism Product Development	3 Hours		
		321.	2918/205	Human Relations	3 Hours		
		322.	2920/105	Operating Systems	3 Hours		
		323.	2920/301	Data Communication and Networking	3 Hours		
		324.	2921/205	Depot Safety and Security	3 Hours		
		325.	2921/304	Petroleum Dispensing Site Design	3 Hours		
		326.	2922/205B	Project Management Information Systems - Paper 2 (Practical)	1 Hour		
		327.	2926/302	Reward Management	3 Hours		
		328.	2927/306	Legal Issues in Relation to Disaster Management	3 Hours		
		DAY 8 WEDNESDAY 27 TH NOVEMBER 2024 8:00 AM	BTEP	329.	1802/303	Sales Organization and Practice	3 Hours
				330.	1803/303, 1804/303, 1806/303	Cost Accounting	3 Hours
				331.	1805/303	Elements of Banking	3 Hours
				332.	1807/303	Co-operative Banking	3 Hours
				333.	1813/303	Readers Services	3 Hours
				334.	2810/301	Legal Typewriting (50 wpm)	3¼ Hours
335.	2802/303			Marketing Information Systems & Marketing Research	3 Hours		
336.	2803/303			Purchasing and Supplies: Provisioning	3 Hours		
337.	2804/303			Business Finance	3 Hours		
338.	2805/303			Investment	3 Hours		
339.	2807/303			Principles and Practice of Marketing	3 Hours		
340.	2808/304			Labour and Industrial Law	3 Hours		
341.	2809/303			Modes of Transport	3 Hours		
342.	2812/303			Touristic History	3 Hours		

DAY, DATE & TIME	EXAMINATION	SUBJECT CODE & NAME		DURATION	
		343.	2813/303	Organization & Retrieval of Information	3 Hours
		344.	2814/103	Entrepreneurial Behaviour & Start-up Procedures of Small Business Enterprises	3 Hours
		345.	2814/203	Communication and Information Technology	3 Hours
		346.	2814/303	Legal Aspects of Small Business Practice	3 Hours
		347.	2815/203	Management Practice	3 Hours
		348.	2815/303	Legal Aspects of Shipping	3 Hours
		349.	3801/201B	Computer Applications (Practical)	2 Hours
		350.	3806/203	Strategic Marketing Management	3 Hours
		351.	3808/204	Reward Management	3 Hours
		352.	3813/102, 3817/102	Reprography and Conservation of Information	3 Hours
		353.	3814/203	Marketing	3 Hours
	S & G	354.	1163	Introduction to Law	2½ Hours
		355.	2282	Statistics	3 Hours
		356.	3093	Commercial and Administrative Law	3 Hours
	S & G/TVET	357.	3331, 2901/301	Computerized Document Processing III	3 Hours
	TVET	358.	1901/104B	Information Communication Technology I - Paper 2 (Practical)	1 Hour
		359.	1901/205, 1902/205, 1903/205, 1906/205, 1907/205, 1909/205, 1923/205, 1924/205, 1926/205	Economics	3 Hours
		360.	1903/102, 1906/102, 1922/102, 1923/102, 1926/102	Business Calculations & Statistics	3 Hours
		361.	1908/102	Office Administration and Management	3 Hours
		362.	1909/102, 1916/102	Business Calculations & Statistics	3 Hours
		363.	1913/203	Preservation and Conservation of Information	3 Hours
		364.	1920/103	Basic Electronics	3 Hours
		365.	1922/205	Resource Mobilization	3 Hours
		366.	1924/102, 1925/102	Business Calculations	3 Hours
		367.	1925/205	Ports and Terminals	3 Hours
		368.	2901/109B	Information Communication Technology I - Paper 2 (Practical)	1 Hour
		369.	2902/205	Public Relations	3 Hours
		370.	2906/205	Commercial and Administrative Law	3 Hours
		371.	2908/202	Labour and Industrial Law	3 Hours
		372.	2912/207	Travel Agency	3 Hours
		373.	2913/203	Library Management	3 Hours
		374.	2920/102A	Computer Applications I - Paper 1 (Theory)	2 Hours
		375.	2920/205	Visual Programming	3 Hours
		376.	2921/206	Customer Service and Operating Procedures	3 Hours
		377.	2922/205A	Project Management Information Systems - Paper 1 (Theory)	2 Hours
		378.	2924/107	Valuation and Analysis of Investment	3 Hours

DAY, DATE & TIME	EXAMINATION	SUBJECT CODE & NAME			DURATION	
		379.	2924/302	Portfolio Management	3 Hours	
		380.	2925/106	Law of Carriage	3 Hours	
		381.	2925/202	Environmental Aspects of Shipping	3 Hours	
		382.	2926/101	Fundamentals of Human Resource Management	3 Hours	
		383.	2928/208, 2929/208, 2930/208	Feature Writing	3 Hours	
DAY 9 THURSDAY 28 TH NOVEMBER 2024 8:00 AM	BTEP	384.	0801/205, 0802/205, 0803/205	Support Subjects	2½ Hours	
		385.	1802/304	Consumer Organization and Behaviour	3 Hours	
		386.	1804/304	Auditing	3 Hours	
		387.	1805/304	Foreign Exchange and Exchange Control	3 Hours	
		388.	1807/304	Co-operative Law	3 Hours	
		389.	1808/304	Industrial and Labour Law	3 Hours	
		390.	1813/304	Library Operations	3 Hours	
		391.	2801/305, 2810/305	Public and Human Relations	3 Hours	
		392.	2802/304	International Marketing	3 Hours	
		393.	2803/304	Materials and Production Management	3 Hours	
		394.	2804/304	Auditing	3 Hours	
		395.	2805/304	Accountancy	3 Hours	
		396.	2806/304	Theory & Practice of Management	3 Hours	
		397.	2807/304	Co-operative Banking	3 Hours	
		398.	2808/305, 2811/305	Human Resource Management	3 Hours	
		399.	2809/304	Transport Policy & Planning	3 Hours	
		400.	2813/304	Management of Libraries, Archives & Other Information Centres	3 Hours	
		401.	3802/104, 3806/103, 3813/103, 3817/103	Information Communication Technology	3 Hours	
		402.	3806/204	Management Accounting	3 Hours	
		403.	3808/205	Employee Relations	3 Hours	
		404.	3814/204	Human Resource Management	3 Hours	
		S & G	405.	1193	Office Organization	2½ Hours
			406.	2132	Economics	2½ Hours
		S & G/TVET	407.	2332, 1901/201, 2901/201	Computerized Document Processing II	2½ Hours
			408.	3103, 2903/305, 2906/305, 2907/305, 2926/305	Managerial Accounting	3 Hours
		TVET	409.	1901/103, 1903/103, 1906/103, 1907/103, 1908/103, 1909/103, 1923/103, 1926/103	Commerce	3 Hours
			410.	1907/204	Business Administration and Environment	3 Hours
411.	1913/103B		Computer Applications in Information - Paper 2 (Practical)	2 Hours		

DAY, DATE & TIME	EXAMINATION	SUBJECT CODE & NAME		DURATION		
		412.	1913/204	Mail and Courier Service	3 Hours	
		413.	1916/204, 1923/201, 1925/201	Fundamentals of Management & Environment	3 Hours	
		414.	1918/103/1, 1919/103/1	French I (Written)	3 Hours	
		415.	1918/106/1, 1919/106/1	German I (Written)	3 Hours	
		416.	1918/206, 1919/206	Fauna, Flora and Environmental Studies	3 Hours	
		417.	2901/304B	Information Communication Technology III - Paper 2 (Practical)	1 Hour	
		418.	2909/102	Clearing & Forwarding	3 Hours	
		419.	2909/205	Law of Business and Carriage	3 Hours	
		420.	2909/304	Management Accounting	3 Hours	
		421.	2914/107	Business Start-Up Procedures	3 hours	
		422.	2920/202A	Computer Applications II - Paper 1 (Theory)	2 Hours	
		423.	2920/302	Management Information Systems	3 Hours	
		424.	2921/204	Petroleum Environment, Health and Safety Management Systems	3 Hours	
		425.	2921/305	Petroleum Site Best Practices and Brand Management	3 Hours	
		426.	2922/106	Project Financing	3 Hours	
		427.	2925/101	Introduction to Shipping	3 Hours	
		428.	2925/306	Multi-Modal Transport Logistics	3 Hours	
		DAY 10 FRIDAY 29 TH NOVEMBER 2024 8.00 AM	BTEP	429.	1801/301, 1802/305, 1805/305, 1806/305, 1808/301	Communication and Report Writing
430.	2801/304, 2810/304			Business English	3 Hours	
431.	2805/306			Finance of International Trade: Payments & Services	3 Hours	
432.	2809/306			Logistics & Physical Distribution	3 Hours	
433.	2814/102			Entrepreneurial Opportunities & Business Environment	3 Hours	
434.	2814/202			Managing Small Business Enterprises	3 Hours	
435.	2814/302			Production Management & Quantitative Methods	3 Hours	
S&G	436.			1042	Communication Skills I	2½ Hours
	437.			2042	Communication Skills II	3 Hours
TVET	438.		1901/105	Communication Skills I	3 Hours	
	439.		1901/203	Communication Skills II	3 Hours	
			440.	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
		441.	2908/205	Public Relations	3 Hours	

DAY, DATE & TIME	EXAMINATION	SUBJECT CODE & NAME		DURATION	
		442.	2907/201	Co-operative Law	3 Hours
		443.	2909/301	Road Transport Policy and Planning	3 Hours
		444.	2912/206/1, 2918/206/1	French II (Written)	3 Hours
		445.	2912/208/1, 2918/208/1	German II (Written)	3 Hours
		446.	2912/305/1, 2918/305/1	French III (Written)	3 Hours
		447.	2912/307/1, 2918/307/1	German III (Written)	3 Hours
		448.	2913/202	System Analyses and Design	3 Hours
		449.	2913/302	Marketing of Information Services	3 Hours
		450.	2914/202	Commercial Practices	3 Hours
		451.	2920/202B	Computer Applications II - Paper 2 (Practical)	1 Hour
		452.	2920/304	Internet Based Programming	3 Hours
		453.	2921/207	Inventory Management	3 Hours
		454.	2921/306	Petroleum Projects Management	3 Hours
		455.	2924/305	Financial Reporting and Analysis	3 Hours
		456.	2925/201	Cargo and Terminal Operations	3 Hours
		457.	2925/302	Clearing and Forwarding	3 Hours
		458.	2927/205	Resource Mobilization and Financing of Disaster Management	3 Hours
		459.	2927/305	Risk Management for Disaster Mitigation	3 Hours
		DAY 11 MONDAY 2 ND DECEMBER 2024 8.00 AM	BTEP	460.	2806/302, 2808/306
461.	2812/308/1			French Paper 1 (Written)	3 Hours
462.	2813/306			Archival Studies	3 Hours
463.	3801/205			Company Secretarial Practice	3 Hours
464.	3813/104A, 3817/104A			Automation in Information Systems Paper 1 (Theory)	1 Hour
S & G	465.		1062	Business Kiswahili I	2½ Hours
	466.		1292	Storekeeping I	2½ Hours
	467.		2292	Storekeeping II	2½ Hours
TVET	468.		1925/101	Introduction to Shipping	3 Hours
	469.		2901/109A	Information Communication Technology I - Paper 1 (Theory)	2 Hours
	470.		2901/205A	Information Communication Technology II - Paper 1 (Theory)	1 Hour
	471.		2901/304A	Information Communication Technology III - Paper 1 (Theory)	2 Hours
	472.		2902/101	Principles and Practice of Selling	3 Hours
			473.	2903/102, 2906/102, 2907/102, 2909/203, 2914/102, 2922/102, 2924/102, 2925/102, 2926/102, 2927/102	Financial Accounting
		474.	2908/101	Foundations of Human Resource Management	3 Hours
		475.	2909/101	Road Transport Management	3 Hours
		476.	2912/101, 2918/101	Fundamentals of Tourism	3 Hours
		477.	2913/101	Collection Management	3 Hours

DAY, DATE & TIME	EXAMINATION	SUBJECT CODE & NAME		DURATION	
		478.	2913/207	Organization and Retrieval of Information	3 Hours
		479.	2914/301	Production and Operations Management	3 Hours
		480.	2921/101	Applied Science and Mathematics	3 Hours
		481.	2926/207	Labour Economics	3 Hours
		482.	2928/101, 2929/101, 2930/101	Introduction to Mass Communication	3 Hours
		483.	2928/201, 2929/201, 2930/201	Investigative Journalism	3 Hours
		484.	2928/301, 2929/301, 2930/301	Freelance Journalism	3 Hours
DAY 12 TUESDAY 3 RD DECEMBER 2024 8.00 AM	BTEP	485.	2812/305	Tourism Management	3 Hours
		486.	2813/305	Dissemination of Information	3 Hours
		487.	2815/202	Freight Clearing, Forwarding and Insurance	3 Hours
		488.	2815/302	Shipping Economics & International Trade	3 Hours
		489.	3801/206	Human Resource Management	3 Hours
		490.	3808/206	Personnel Administration	3 Hours
		491.	3814/206	Project Implementation and Evaluation	3 Hours
	S&G	492.	1032	Business Calculations I	2 Hours
		493.	2093	Commercial Law	2½ Hours
		494.	2252	Principles and Practice of Marketing	3 Hours
	S&G/TVET	495.	3174, 2902/203	Legal Aspects in Sales and Marketing	3 Hours
	TVET	496.	1918/204/1, 1919/204/1	French II (Written)	3 Hours
		497.	1918/208/1, 1919/208/1	German II (Written)	3 Hours
		498.	2901/110	Communication I	3 Hours
		499.	2901/204	Communication II	3 Hours
		500.	2902/104, 2908/104, 2912/104, 2918/104, 2920/104, 2921/104	Communication	3 Hours
		501.	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
	502.	2914/302	Consultancy in Medium and Small Enterprises	3 Hours	
	503.	2922/201	Project Quality Management	3 Hours	
	504.	2922/304	Legal Issues in Project Management	3 Hours	
	505.	2926/202	Human Resource Development	3 Hours	
	506.	2928/204, 2929/204, 2930/204	Advanced News Writing and Reporting	3 Hours	
	507.	2928/304	Typographic Design	3 Hours	
	508.	2929/304	Broadcast Equipment and Studio Operations	3 Hours	

DAY, DATE & TIME	EXAMINATION	SUBJECT CODE & NAME			DURATION		
DAY 13 WEDNESDAY 4 TH DECEMBER 2024 8.00 AM	BTEP	509.	2930/304	Digital Content Production	3 Hours		
		510.	1803/305	Principles of Warehousing and Stock Control	3 Hours		
		511.	1804/305	Taxation	3 Hours		
		512.	1806/304, 1807/305, 1808/305	Business Administration and Environment	3 Hours		
		513.	2801/301	Typewriting (50 wpm)	3¼ Hours		
		514.	2808/301	Accounting & Control	3 Hours		
		515.	2814/101	Commercial Practice & Bookkeeping	3 Hours		
		516.	2814/301	Sectoral Based Operations	3 Hours		
		517.	2815/201	Port Operations	3 Hours		
		518.	3801/202	Public Relations	3 Hours		
		S & G	519.	1223	Foundations of Accounting	3 Hours	
			520.	3302	Supplies Management	3 Hours	
			521.	3308	Purchasing Management	3 Hours	
		S & G/TVET	522.	2262, 1901/106	Secretarial Duties	3 Hours	
	523.		3175, 2902/301	International Marketing	3 Hours		
	TVET	524.	1902/201	Consumer Behaviour	3 Hours		
		525.	1906/202	Human and Public Relations	3 Hours		
		526.	1918/201	Tour Operations	3 Hours		
		527.	1919/201	Travel Operations	3 Hours		
		528.	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		
		529.	2903/201	Purchasing Management	3 Hours		
		530.	2907/301	Public Relations	3 Hours		
		531.	2914/305	Strategic Management for Small and Medium Enterprises	3 Hours		
		532.	2922/305	Fundamentals of Strategic Management	3 Hours		
		533.	2924/201	Asset Management	3 Hours		
		534.	2928/203, 2929/203, 2930/203	Media Convergence and Journalism	3 Hours		
		535.	2928/303, 2929/303, 2930/303	Photography for Journalism	3 Hours		
		DAY 14 THURSDAY 5 TH	BTEP	536.	2815/102	Customs Procedures	3 Hours
				537.	3801/201A	Computer Applications (Theory)	1 Hour
				538.	3808/201	Fundamentals of Human Resource Management	3 Hours
S & G			539.	1192	Office Procedures I	2 Hours	

DAY, DATE & TIME	EXAMINATION	SUBJECT CODE & NAME			DURATION	
DECEMBER 2024 8.00 AM		540.	2192	Office Procedures II	2½ Hours	
		541.	3152	Financial Management III	3 Hours	
		542.	3173	Sales Management	3 Hours	
		543.	3313	Clearing and Forwarding	3 Hours	
		S & G\TVET	544.	3309, 2903/202	Public Procurement and Finance	3 Hours
		TVET	545.	1908/201	Practice of Human Resource Management	3 Hours
	546.		1909/202	Basic Motor Vehicle Care and Servicing	3 Hours	
	547.		1913/106	Quantitative Methods	3 Hours	
	548.		1918/202, 1919/202	Touristic Geography	3 Hours	
	549.		1923/203	Supplies Operations	3 Hours	
	550.		2902/201	Sales Management	3 Hours	
	551.		2903/107	Warehousing Operations and Stock Control	3 Hours	
	552.		2908/102	Office Administration and Management	3 Hours	
	553.		2912/102, 2918/102	Tour Guiding and Travel Operations	3 Hours	
	554.		2914/303	Small and Micro Enterprises Financial Management	3 Hours	
	555.		2918/202	Recreation Guiding	3 Hours	
	556.		2920/101	Introduction to Information Communication Technology and Ethics	3 Hours	
	557.		2920/201	Systems Analysis and Design	3 Hours	
	558.		2922/101	Fundamentals of Project Management	3 Hours	
	559.		2922/202	Project Procurement and Management	3 Hours	
560.	2924/203		Risk Management	3 Hours		
DAY 15 FRIDAY 6 TH DECEMBER 2024 8.00 AM	BTEP	561.	1801/305	Secretarial Duties	3 Hours	
		562.	2812/301	Travel & Tour Administration	3 Hours	
		563.	2813/301	Information Resources	3 Hours	
		564.	3801/203	Strategic Office Administration and Management	3 Hours	
		565.	3813/202	Publishing and Book Trade	3 Hours	
		566.	3814/205	Consultancy and Counselling	3 Hours	
	S & G/TVET	567.	2182, 1909/206	Office Administration and Management	3 Hours	
		568.	3179, 2902/304	Financial Aspects of Marketing	3 Hours	
	S & G	569.	2371	Business Finance	3 Hours	
	TVET	570.	1903/203, 1906/203, 1926/203	Business Finance	3 Hours	
		571.	1913/102	Information Resources	3 Hours	
		572.	1923/206	Clerical Duties II	3 Hours	
		573.	2903/203	Supply Management	3 Hours	
		574.	2907/304	Auditing	3 Hours	
		575.	2908/201	Theory and Practice of Human Resource Management	3 Hours	
		576.	2909/201	Logistics and Physical Distribution	3 Hours	
		577.	2912/106, 2918/106	Touristic History	3 Hours	
		578.	2912/202	Fundamentals of Hotel Operations	3 Hours	
		579.	2918/203	Natural History of Invertebrates of East Africa	3 Hours	
		580.	2918/302	Tourism Law	3 Hours	
581.		2925/304	Economics of Sea Transport and International Trade	3 Hours		
582.		2926/203	Labour Law	3 Hours		

DAY, DATE & TIME	EXAMINATION	SUBJECT CODE & NAME			DURATION
		583.	2927/105	Fire Disaster Management	3 Hours
		584.	2927/206	Procurement and Logistics Management	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. All sessions will start at **8.00 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 **mobile phones** are prohibited in examination rooms and the examination centre. Any candidate caught in possession of a **mobile 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 CHIEF EXECUTIVE OFFICER