



# THE KENYA NATIONAL EXAMINATIONS COUNCIL

KNEC/GEN/TD/PSE/BUS/TT/30/2017

## 2017 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 17.
  - 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 8 <sup>TH</sup> TO FRIDAY 10 <sup>TH</sup> NOVEMBER 2017	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
EARLIEST SUBMISSION DATE: 1 <sup>ST</sup> OCTOBER 2017  LATEST SUBMISSION DATE: 31 <sup>ST</sup> OCTOBER 2017	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.	108 & 308 TVET Diploma	

2.2 WRITTEN & PRACTICAL PAPERS

DAY & DATE	TIME	EXAMINATION	SUBJECT CODE & NAME			DURATION
DAY 1 WEDNESDAY 15 <sup>th</sup> NOVEMBER 2017	8:00 A.M.	BMC	18.	7012/101, 7032/101	Statistics I	3 Hours
			19.	7023/101	Cost Accounting II	3 Hours
		BTEP	20.	2801/308, 2810/308	Word Processing	2½ Hours
			21.	2806/305	Human Resource Management and Industrial Relations	3 Hours
			22.	2815/101	Cargo Storage and Warehousing	3 Hours
			23.	2815/301	Shipping Principles & Practice	3 Hours
			24.	3801/201	Computer Applications	3 Hours
			25.	3813/104B, 3817/104B	Automation in Information Systems Paper 2 (Practical)	2 Hours
			S & G	26.	1341B	Information Communication Technology I (Practical)
		27.		2032	Business Calculations II	2½ Hours
		S & G/TVET	28.	3331, 2901/301	Computerized Document Processing III	3 Hours
			29.	3174, 2902/203	Legal Aspects in Sales and Marketing	3 Hours
			30.	3072, 2906/301, 2926/301	Organization Theory and Behaviour	3 Hours
		TVET	31.	1908/101	Elements of Human Resource Management	3 Hours
			32.	1909/201	Clearing and Forwarding	3 Hours
			33.	1913/103B	Computer Applications in Information - Paper 2 (Practical)	2 Hours
			34.	1918/101, 1919/101	Fundamentals of Tourism	3 Hours
			35.	1907/202, 1916/202, 1923/202, 1924/202, 1925/202	Financial Accounting	3 Hours
			36.	1922/201	Principles of Accounting	3 Hours
			37.	1925/101	Introduction to Shipping	3 Hours
			38.	2901/109B	Information Communication Technology I - Paper 2 (Practical)	1 Hour
			39.	2902/101	Principles and Practice of Selling	3 Hours
			40.	2903/102, 2906/102, 2907/102, 2922/102, 2924/102, 2925/102	Financial Accounting	3 Hours
			41.	2906/201, 2926/201, 2927/201	Office Administration and Management	3 Hours
			42.	2908/301	Organizational Behaviour	3 Hours
			43.	2909/101	Road Transport Management	3 Hours
			44.	2912/201	Tourism Economics	3 Hours
			45.	2912/301, 2918/301	Tourism Marketing	3 Hours
			46.	2920/102B	Computer Applications I - Paper 2 (Practical)	1 Hour
			47.	2920/202B	Computer Applications II - Paper 2 (Practical)	1 Hour
			48.	2921/101	Applied Science and Mathematics	3 Hours
			49.	2921/201	Petroleum Marketing and Regional Petroleum Supply Chain	3 Hours

DAY & DATE	TIME	EXAMINATION	SUBJECT CODE & NAME			DURATION	
	11:30 A.M.		50.	2921/301	Liquefied Petroleum Gas	3 Hours	
			51.	2924/301	Investment Policy and Regulatory Framework	3 Hours	
			52.	2925/301	Shipping and Chartering Practice	3 Hours	
		BMC	53.	7023/202	The Purchasing Function	3 Hours	
			54.	7023/301	Supplies and Materials Management	3 Hours	
			55.	7033/101	Management and Organization Theory	3 Hours	
			56.	7043/211	Law Relating to Banking	3 Hours	
			BTEP	57.	2808/301	Accounting & Control	3 Hours
				58.	2814/101	Commercial Practice & Bookkeeping	3 Hours
		59.		2814/201	Marketing & Research in Small Business Enterprises	3 Hours	
		60.		2814/301	Sectoral Based Operations	3 Hours	
		61.		2815/201	Port Operations	3 Hours	
		S & G	62.	3151	Financial Management III	3 Hours	
			63.	3302	Supplies Management	3 Hours	
			64.	3308	Purchasing Management	3 Hours	
		S & G/TVET	65.	3175, 2902/301	International Marketing	3 Hours	
		TVET	66.	1902/102	Principles and Practice of Marketing	3 Hours	
			67.	1902/201	Consumer Behaviour	3 Hours	
			68.	1903/201, 1906/201, 1926/201	Office Organization	3 Hours	
			69.	1907/101	Nature of Cooperative Movement	3 Hours	
			70.	1918/201	Tour Operations	3 Hours	
			71.	1919/201	Travel Operations	3 Hours	
			72.	2907/101	Nature of Cooperative Movement	3 Hours	
			73.	2903/201	Purchasing Management	3 Hours	
			74.	2908/101	Foundations of Human Resource Management	3 Hours	
			75.	2912/101, 2918/101	Fundamentals of Tourism	3 Hours	
			76.	2922/201	Project Quality Management	3 Hours	
			77.	2922/305	Fundamentals of Strategic Management	3 Hours	
			78.	2924/101	Investment Environment	3 Hours	
			79.	2924/201	Asset Management	3Hours	
80.	2925/101		Introduction to Shipping	3 Hours			
DAY 2 THURSDAY 16 <sup>th</sup> NOVEMBER 2017	8:00 A.M.		BMC	81.	7011/102, 7021/102, 7031/102	Introduction to Law	2½ Hours
				82.	7022/101	Principles of Warehousing and Inventory Control	3 Hours
		83.		7033/102	Financial Management	3 Hours	
		84.		7033/201	Production and Operation Management	3 Hours	
		85.		7043/102	Principles and Practice of Communication	3 Hours	
		BTEP	86.	1801/302, 1803/304, 1808/303	Commerce	3 Hours	
			87.	2814/102	Entrepreneurial Opportunities & Business Environment	3 Hours	
			88.	2814/202	Managing Small Business Enterprises	3 Hours	
			89.	2814/302	Production Management & Quantitative Methods	3 Hours	
			90.	2815/202	Freight Clearing, Forwarding and Insurance	3 Hours	
			91.	2815/302	Shipping Economics & International Trade	3 Hours	
			92.	3808/201	Fundamentals of Human Resource Management	3 Hours	
			93.	3813/201	Management of User Services	3 Hours	
			94.	3817/201	Archives Management	3 Hours	

DAY & DATE	TIME	EXAMINATION	SUBJECT CODE & NAME			DURATION		
		S & G	95.	3152	Financial Management III	3 Hours		
			96.	3178	Marketing Planning and Control	3 Hours		
			97.	1052	Foundations of French(Written)	2½ Hours		
			98.	1062	Business Kiswahili I	2½ Hours		
			99.	3313	Clearing and Forwarding	3 Hours		
		S & G/BTEP	100.	3321, 2801/301	Typewriting (50 w. p.m.)		¾ Hours	
		S & G/TVET	101.	2332, 1901/201, 2901/201	Computerized Document Processing II		2½ Hours	
			102.	3307, 2903/301	Purchasing and Supply Strategy		3 Hours	
		TVET	103.	1901/104B	Information Communication Technology I - Paper 2 (Practical)		1 Hour	
			104.	1907/102	Co-operative Banking		3 Hours	
			105.	1902/202	Marketing Communication		3 Hours	
			106.	1916/201	Fundamentals of Containerization & Transport Logistics		3 Hours	
			107.	1922/103	Fundamentals of Project Management		3 Hours	
			108.	1922/203	Project Financing		3 Hours	
			109.	1924/101	Fundamentals of Investment		3 Hours	
			110.	1925/106	Commercial Shipping Geography		3 Hours	
			111.	2901/304B	Information Communication Technology III - Paper 2 (Practical)		1 Hour	
			112.	2902/102	Principles and Practice of Marketing		3 Hours	
			113.	2902/302	Marketing Planning		3 Hours	
			114.	2906/306, 2924/306	Financial Management		3 Hours	
			115.	2907/202	Co-operative Accounting		3 Hours	
			116.	2909/102	Clearing & Forwarding		3 Hours	
			117.	2909/301	Road Transport Policy and Planning		3 Hours	
			118.	2912/304, 2918/304	Ecotourism		3 Hours	
			119.	2921/102	Fundamentals of Energy Sources and Production		3 Hours	
			120.	2921/202	Petroleum Transportation and Legal Regulatory Framework		3 Hours	
			121.	2921/302	Aviation		3 Hours	
			122.	2924/302	Portfolio Management		3 Hours	
		123.	2925/201	Cargo and Terminal Operations		3 Hours		
		124.	2925/302	Clearing and Forwarding		3 Hours		
		11:30 A.M.	BMC	125.	7023/102	Office Organization and Practice		3 Hours
				126.	7032/104	Economics and Business Environment		3 Hours
				127.	7043/212	Monetary Economics		3 Hours
			BTEP	128.	2815/102	Customs Procedures		3 Hours
			S & G	129.	3173	Sales Management		3 Hours
				130.	3273, 3373	Shorthand III (120 w.p.m.)		-
131.	3274, 3374			Shorthand III (130 w.p.m.)		-		
132.	3275, 3375			Shorthand III (140 w.p.m.)		-		
133.	3276, 3376			Shorthand III (150 w.p.m.)		-		
S & G/TVET	134.		3309, 2903/202	Public Procurement and Finance		3 Hours		
TVET	135.		1908/201	Practice of Human Resource Management		3 Hours		
	136.		1909/202	Basic Motor Vehicle Care and Servicing		3 Hours		

DAY & DATE	TIME	EXAMINATION	SUBJECT CODE & NAME		DURATION	
			137.	1918/202, 1919/202	Touristic Geography	3 Hours
			138.	1923/203	Supplies Operations	3 Hours
			139.	2902/201	Sales Management	3 Hours
			140.	2903/106, 2906/106, 2907/106, 2924/106, 2926/106	Business Law	3 Hours
			141.	2908/102	Office Administration and Management	3 Hours
			142.	2912/102, 2918/102	Tour Guiding and Travel Operations	3 Hours
			143.	2918/202	Recreation Guiding	3 Hours
			144.	2918/302	Tourism Law	3 Hours
			145.	2920/101	Introduction to Information Communication Technology and Ethics	3 Hours
			146.	2920/201	Systems Analysis and Design	3 Hours
			147.	2922/101	Fundamentals of Project Management	3 Hours
			148.	2922/202	Project Procurement and Management	3 Hours
			149.	2922/304	Legal Issues in Project Management	3 Hours
			150.	2924/203	Risk Management	3 Hours
			DAY 3 FRIDAY 17 <sup>TH</sup> NOVEMBER 2017	8:00 A.M.	BMC	151.
152.	7023/201	Stores Management and Stock Control				3 Hours
153.	7023/302	Purchasing Practice and Techniques				3 Hours
154.	7043/213	Accountancy				3 Hours
BTEP	155.	0801/201			Typewriting (30 w.p.m.)	2½ Hours
	156.	0802/201			Salesmanship	2½ Hours
	157.	0803/201			Storekeeping	2½ Hours
	158.	1803/301, 1804/301, 1805/301, 1806/301, 1807/301/2, 1809/301			Financial Accounting	3 Hours
	159.	2802/301			Marketing Management	3 Hours
	160.	2803/301			Purchasing Principles and Techniques	3 Hours
	161.	2805/301			The Monetary & Financial Systems	3 Hours
	162.	2807/301			Co-operative Accounting	3 Hours
	163.	2808/302, 2809/302, 2811/302			Labour & Industrial Relations	3 Hours
	164.	2815/203			Management Practice	3 Hours
	165.	2815/303			Legal Aspects of Shipping	3 Hours
	166.	3813/202			Publishing and Book Trade	3 Hours
	167.	3817/202			Administrative History	3 Hours
S & G	168.	3102			Advanced Cost Accounting	3 Hours
	169.	3322, 3323, 3324, 3325, 3326, 3327, 3328, 3329, 3330			Typewriting III Open Speed (51 w.p.m. and above)	10 Minutes
S & G/TVET	170.	3303			Principles of Procurement and Distribution	3 Hours
	171.	1331, 1901/101, 1923/101, 2901/106,	Computerized Document Processing I	2 Hours		

DAY & DATE	TIME	EXAMINATION	SUBJECT CODE & NAME			DURATION
		TVET	172.	1902/101	Principles and Practice of Selling	3 Hours
			173.	1903/101	Warehousing Operations and Stock Control	3 Hours
			174.	1907/203	Co-operative Accounting	3 Hours
			175.	1916/101	Sea Port Operations	3 Hours
			176.	1916/206	Sales & Marketing	3 Hours
			177.	1918/203, 1919/203	Touristic History	3 Hours
			178.	1920/101	Introduction to Information Communication Technology	3 Hours
			179.	1920/201	Computer Maintenance & Support	3 Hours
			180.	1924/201	Investment Environment	3 Hours
			181.	2901/303	Office Administration and Management	3 Hours
			182.	2903/107	Warehousing Operations and Stock Control	3 Hours
			183.	2906/202	Marketing Management	3 Hours
			184.	2921/106	Petroleum Refineries and Processing	3 Hours
			185.	2921/203	Petroleum Distribution Depots	3 Hours
			186.	2921/303	Lubricants	3 Hours
			187.	2922/105	Resource Mobilization	3 Hours
			188.	2922/203	Project Monitoring and Evaluation	3 Hours
			189.	2925/105	Ports and Terminals	3 Hours
			11:30 A.M.	BMC	190.	7033/202
	BTEP	191.		2810/301	Legal Typewriting (50 w.p.m.)	3¼ Hours
		192.		2812/301	Travel & Tour Administration	3 Hours
		193.		2813/301	Information Resources	3 Hours
		194.		2814/103	Entrepreneurial Behaviour & Start-up Procedures of Small Business Enterprises	3 Hours
		195.		2814/203	Communication and Information Technology	3 Hours
		196.		2814/303	Legal Aspects of Small Business Practice	3 Hours
		197.		3814/205	Consultancy and Counselling	3 Hours
	S & G/TVET	198.		2182, 1909/206	Office Administration and Management	3 Hours
		199.		2381, 1906/101, 1922/101	Fundamentals of Management and Environment	3 Hours
		200.		3179, 2902/304	Financial Aspects of Marketing	3 Hours
S & G	201.	2371		Business Finance	3 Hours	
TVET	202.	1903/203, 1906/203	Business Finance	3 Hours		
	203.	1909/101	Road Transport Management	3 Hours		
	204.	1913/102	Information Resources	3 Hours		
	205.	1918/102, 1919/102	Tour Guiding Techniques	3 Hours		
	206.	2901/205B	Information Communication Technology II - Paper 2 (Practical)	2 Hours		
	207.	2903/203	Supply Management	3 Hours		
	208.	2908/201	Theory and Practice of Human Resource Management	3 Hours		
	209.	2909/201	Logistics and Physical Distribution	3 Hours		
	210.	2912/106, 2918/106	Touristic History	3 Hours		
	211.	2912/202	Fundamentals of Hotel Operations	3 Hours		
	212.	2918/203	Natural History of Invertebrates of East Africa	3 Hours		

DAY & DATE	TIME	EXAMINATION	SUBJECT CODE & NAME			DURATION	
			213.	2925/304	Economics of Sea Transport and International Trade	3 Hours	
DAY 4 MONDAY 20 <sup>TH</sup> NOVEMBER 2017	8:00 A.M.	BMC	214.	7022/103	Principles of Procurement	3 Hours	
			215.	7011/101, 7021/101, 7031/101	Principles and Practice of Communication	2½ Hours	
			216.	7032/105	Communication and Report Writing	3 Hours	
		BTEP	217.	0801/202, 0802/202, 0803/202	Business Organization	2½ Hours	
			218.	1801/301, 1802/305, 1805/305, 1806/305, 1808/301	Communication and Report Writing	3 Hours	
			219.	1802/301	Principles and Practice of Marketing	3 Hours	
			220.	1807/301/1	Co-operative Accounting	3 Hours	
			221.	1813/301	Information Technology	3 Hours	
			222.	2814/204	Computer Applications (Practical)	2½ Hours	
			223.	2815/204	Principles of Accounting	3 Hours	
			224.	3801/202	Public Relations	3 Hours	
			225.	3806/101	Business Environment & Strategic Management	3 Hours	
			226.	3806/201	Human Resource Management & Organizational Development	3 Hours	
			227.	3814/201	Entrepreneurial Behaviour	3 Hours	
			S & G	228.	1042	Communication Skills I	2½ Hours
				229.	2012	Computerized Audio Document Processing II	2½ Hours
				230.	2042	Communication Skills II	3 Hours
		231.		3041	Business English III	3 Hours	
		232.		3171	Marketing III	3 Hours	
		233.		3172	Marketing Management	3 Hours	
		234.		3341A	Information Communication Technology III (Theory)	1 Hour	
		S & G/TVET	235.	3304, 2903/302, 2922/302	Operations Management	3 Hours	
		TVET	236.	1901/105	Communication Skills I	3 Hours	
			237.	1901/203	Communication Skills II	3 Hours	
			238.	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	
			239.	1920/202B	Computer Applications II - Paper 2 (Practical)	2 Hours	
			240.	1922/202	Purchasing and Supplies Management	3 Hours	
241.	1925/203		Health, Safety and Security in Transport Logistics	3 Hours			
242.	2901/110		Communication I	3 Hours			

DAY & DATE	TIME	EXAMINATION	SUBJECT CODE & NAME			DURATION
			243.	2901/204	Communication II	3 Hours
			244.	2902/104, 2908/104, 2912/104, 2918/104, 2920/104, 2921/104	Communication	3 Hours
			245.	2903/104, 2906/104, 2907/104, 2909/104, 2922/104, 2924/104, 2925/104, 2926/104, 2927/104	Communication Skills	3 Hours
			246.	2902/202	Marketing Management	3 Hours
			247.	2912/203	Tour Operations	3 Hours
			248.	2920/203	Object Oriented Programming	3 Hours
			249.	2924/204	Quantitative Techniques	3 Hours
			250.	2924/304	Taxation Theory and Practice	3 Hours
			251.	2925/305	Shipping Finance	3 Hours
	11:30 A.M.	BMC	252.	7011/103, 7021/103, 7031/103	Principles of Accounts	2½ Hours
			253.	7023/103, 7043/103	Economics	3 Hours
			254.	7023/203	Public Finance	3 Hours
			255.	7023/303	Purchasing and Supplies Management	3 Hours
			256.	7033/103	Personnel Management	3 Hours
			257.	7043/221	Investment	3 Hours
		BTEP	258.	2804/301, 2806/301, 2809/301	Managerial Accounting	3 Hours
			259.	2810/302	Legal Shorthand (100 w.p.m.)	-
			260.	2812/302	Touristic Geography	3 Hours
			261.	2813/302	Conservation & Restoration of Information Materials	3 Hours
			262.	2815/103	Quantitative Methods	3 Hours
			263.	2815/304	Marketing & Public Relations	3 Hours
			264.	3808/202	Employee Resourcing	3 Hours
			265.	3813/203, 3817/203	Strategic and Financial Management	3 Hours
		S & G	266.	1223	Foundations of Accounting	3 Hours
			267.	2223	Financial Accounting	3 Hours
			268.	3242	Public Finance	3 Hours
			269.	3282	Quantitative Techniques	3 Hours
		TVET	270.	1901/104A	Information Communication Technology I - Paper 1 (Theory)	2 Hours



DAY & DATE	TIME	EXAMINATION	SUBJECT CODE & NAME		DURATION	
			271.	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
			272.	1906/202	Human and Public Relations	3 Hours
			273.	1908/202	Elements of Labour Law and Industrial Relations	3 Hours
			274.	1913/201	Records Management	3 Hours
			275.	2903/204, 2906/204, 2926/204	Quantitative Techniques	3 Hours
			276.	2922/204, 2925/204, 2927/204	Quantitative Techniques	3 Hours
			277.	2907/204, 2924/204	Quantitative Techniques	3 Hours
			278.	2906/304	Human Resource Management	3 Hours
			279.	2908/302, 2909/302	Labour & Industrial Relations	3 Hours
			280.	2909/202	Road Transport Economics	3 Hours
			281.	2912/105, 2918/105	Fauna, Flora and Touristic Geography	3 Hours
			282.	2918/204	Astronomy	3 Hours
			DAY 5 TUESDAY 21 <sup>ST</sup> NOVEMBER 2017	8:00 A.M.	BMC	283.
284.	7022/104	Cost Accounting I				3 Hours
285.	7023/104	Statistics and Business Information				3 Hours
286.	7043/222	Nature of Management				3 Hours
BTEP	287.	1802/302			Marketing Communication	3 Hours
	288.	1803/302			Principles of Procurement and Distribution	3 Hours
	289.	1804/302, 1805/302, 1806/302			Business Finance	3 Hours
	290.	1807/302			Merchandise and Transport Management	3 Hours
	291.	1808/302			Personnel Management	3 Hours
	292.	1813/302			Information Resources	3 Hours
	293.	2802/302			Marketing Planning and Control	3 Hours
	294.	2803/302			Purchasing and Supplies: Logistics	3 Hours
	295.	3806/102			Management Consultancy & Research Methodology	3 Hours
	296.	3806/202			Operations Research	3 Hours
	297.	3813/204, 3817/204			Consultancy and Legal Aspects of Information	3 Hours
	298.	3814/202			Production Management	3 Hours
S & G	299.	1274			Shorthand I (70 w.p.m.)	-
	300.	2082			Commerce II	2½ Hours
	301.	2352			Labour and Industrial Law	2½ Hours
	302.	3012			Computerized Audio Document Processing III	3 Hours
	303.	3031	Business Calculations III	3 Hours		

DAY & DATE	TIME	EXAMINATION	SUBJECT CODE & NAME			DURATION				
		S & G/TVET	304.	3341B	Information Communication Technology III (Practical)	2 Hours				
			305.	3176, 2902/305	Strategic Planning in Sales and Marketing	3 Hours				
			306.	3352, 2906/302	Labour and Industrial Relations	3 Hours				
		TVET			307.	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		
					308.	1902/203, 1908/203	Book-keeping and Accounts	3 Hours		
					309.	1903/204, 1906/204, 1909/204, 1922/204, 1923/204, 1924/204	Business Law	3 Hours		
					310.	1913/103A	Computer Applications in Information - Paper 1 (Theory)	1 Hour		
					311.	1913/202	Archives Operations	3 Hours		
					312.	1916/203	Commerce	3 Hours		
					313.	1920/102B	Computer Applications I - Paper 2 (Practical)	2 Hours		
					314.	1920/203	Structured Programming	3 Hours		
					315.	1925/103	Shipping Documentation	3 Hours		
					316.	1925/204	Law of Carriage	3 Hours		
					317.	2901/104, 2902/105, 2903/105, 2906/105, 2907/105, 2909/105, 2924/105, 2926/105	Economics	3 Hours		
					318.	2901/206	Commercial and Administrative Law	3 Hours		
					319.	2902/204, 2908/204, 2909/204, 2920/204	Quantitative Methods	3 Hours		
					320.	2906/203	Supply and Transport Management	3 Hours		
					321.	2908/304	Accounting and Control	3 Hours		
					322.	2918/205	Human Relations	3 Hours		
					323.	2920/103	Structured Programming	3 Hours		
					324.	2922/205B	Project Management Information Systems - Paper 2 (Practical)	1 Hour		
					11:30 A.M.	BMC	325.	7023/204	Business Finance	3 Hours
							326.	7023/312, 7033/104	Marketing Management	3 Hours
							327.	7033/204	Labour and Industrial Relations	3 Hours
							328.	7043/104	Accounting	3 Hours

DAY & DATE	TIME	EXAMINATION	SUBJECT CODE & NAME			DURATION			
		BTEP	329.	0801/203, 0802/203, 0803/203	Book-keeping	2½ Hours			
			330.	2801/303, 2806/303, 2808/303, 2810/303	Office Administration and Management	3 Hours			
			331.	2804/302, 2807/302	Financial Accounting	3 Hours			
			332.	2805/302	Lending	3 Hours			
			333.	2815/104	Information & Communication Technology	3 Hours			
			334.	3801/203	Strategic Office Administration and Management	3 Hours			
			335.	3808/203	Training and Development	3 Hours			
			336.	3813/101	Collection Management	3 Hours			
			337.	3817/101	Records Management	3 Hours			
			S & G	338.	1341A	Information Communication Technology I (Theory)		2 Hours	
				339.	2274	Shorthand II (90 w.p.m.)		-	
				340.	2341B	Information Communication Technology II (Practical)		2 Hours	
				341.	3021	Auditing III		3 Hours	
		342.		3022	Auditing III		3 Hours		
		343.		3062	Business Kiswahili III		3 Hours		
		S & G/TVET	344.	3305, 2903/304	International Purchasing		3 Hours		
		TVET	345.	1901/204B	Information Communication Technology II - Paper 2 (Practical)		2 Hours		
			346.	1907/106	Business Law		3 Hours		
			347.	1918/205, 1919/205	Customer Care		3 Hours		
			348.	2903/205, 2924/202, 2925/205	Principles and Practice of Marketing		3 Hours		
			349.	2909/203	Financial Accounting		3 Hours		
			350.	2912/204	Tourism Accounting		3 Hours		
			351.	2920/301	Data Communication and Networking		3 Hours		
			352.	2921/105	Global Petroleum, Gas and Oil Markets & Global Environmental and Emerging Issues		3 Hours		
			353.	2921/205	Depot Safety and Security		3 Hours		
			354.	2921/304	Petroleum Dispensing Site Design		3 Hours		
			355.	2922/106	Project Financing		3 Hours		
			356.	2926/302	Reward Management		3 Hours		
			DAY 6 WEDNESDAY 22 <sup>ND</sup> NOVEMBER 2017	8:00 A.M.	BMC	357.	7023/105, 7033/203	Industrial & Commercial Law	3 Hours
						358.	7023/205	Management Principles and Practice	3 Hours
		359.				7032/103	Financial and Cost Accounting	3 Hours	
		360.				7033/105	Quantitative Methods	3 Hours	
		361.				7043/105	General Principles of Law	3 Hours	
		BTEP			362.	1802/303	Sales Organization and Practice		3 Hours
					363.	1803/303, 1804/303, 1806/303	Cost Accounting		3 Hours
					364.	1805/303	Elements of Banking		3 Hours
					365.	1807/303	Co-operative Banking		3 Hours
366.	1813/303				Readers Services		3 Hours		

DAY & DATE	TIME	EXAMINATION	SUBJECT CODE & NAME			DURATION
			367.	2802/303	Marketing Information Systems & Marketing Research	3 Hours
			368.	2804/303	Business Finance	3 Hours
			369.	2805/303	Investment	3 Hours
			370.	2807/303	Principles and Practice of Marketing	3 Hours
			371.	2808/304	Labour and Industrial Law	3 Hours
			372.	2809/303	Modes of Transport	3 Hours
		S & G	373.	1082	Commerce I	2½ Hours
			374.	3092	Commercial Law II	3 Hours
			375.	3093	Commercial and Administrative Law	3 Hours
			376.	3131	Economics III	3 Hours
			377.	3272, 3372	Shorthand III (110 w.p.m.)	-
		S & G/TVET /BTEP	378.	2273, 1801/304, 1901/202, 2901/202	Shorthand II (80 w.p.m.)	-
		S & G/TVET	379.	3182, 2903/303, 2906/303, 2908/303, 2909/303, 2912/303, 2918/303, 2920/303, 2922/303, 2924/303, 2925/303, 2926/303, 2927/303	Principles and Practice of Management	3 Hours
		TVET	380.	1902/204	Introduction to Law	3 Hours
			381.	1908/102	Office Administration and Management	3 Hours
			382.	1920/103	Basic Electronics	3 Hours
			383.	1924/102, 1925/102	Business Calculations	3 Hours
			384.	2902/103B, 2903/103B, 2906/103B, 2907/103B, 2908/103B, 2909/103B, 2912/103B, 2918/103B, 2921/103B, 2922/103B, 2924/103B, 2925/103B	Information Communication Technology (Practical)	1 Hour
			385.	2902/303	Principles and Practice of Management	3 Hours
			386.	2901/304A	Information Communication Technology III - Paper 1 (Theory)	2 Hours
			387.	2906/205	Commercial and Administrative Law	3 Hours
			388.	2908/202	Labour and Industrial Law	3 Hours
			389.	2918/201	Cultural Tourism	3 Hours
			390.	2920/105	Operating Systems	3 Hours
			391.	2920/205	Visual Programming	3 Hours
			392.	2922/205A	Project Management Information Systems - Paper 1 (Theory)	2 Hours
			393.	2925/202	Environmental Aspects of Shipping	3 Hours

DAY & DATE	TIME	EXAMINATION	SUBJECT CODE & NAME			DURATION		
	11:30 A.M.	BMC	394.	7011/105, 7031/105	Economics	2½ Hours		
			395.	7021/105	Elements of Procurement and Distribution of Stores	2½ Hours		
			396.	7022/105	Organization and Functions of Government	3 Hours		
			397.	7043/223	Finance of International Trade	3 Hours		
		BTEP	398.	2801/304, 2810/304	Business English	3 Hours		
			399.	2803/303	Purchasing and Supplies: Provisioning	3 Hours		
			400.	2812/303	Touristic History	3 Hours		
			401.	2813/303	Organization & Retrieval of Information	3 Hours		
			402.	3806/203	Strategic Marketing Management	3 Hours		
			403.	3808/204	Reward Management	3 Hours		
			404.	3813/102, 3817/102	Reprography and Conservation of Information	3 Hours		
			405.	3814/203	Marketing	3 Hours		
			S & G	406.	2282	Statistics	3 Hours	
		407.		3121	Economic Geography	3 Hours		
		S & G/TVET	408.	1273, 1901/102, 2901/102	Shorthand I (60 w.p.m.)	-		
		TVET	409.	1901/205, 1902/205, 1903/205, 1906/205, 1909/205, 1923/205, 1924/205, 1926/205	Economics	3 Hours		
				410.	1903/102, 1906/102, 1922/102	Business Calculations & Statistics	3 Hours	
			411.	1909/102, 1916/102	Business Calculations & Statistics	3 Hours		
			412.	1913/203	Preservation and Conservation of Information	3 Hours		
			413.	1922/205	Resource Mobilization	3 Hours		
			414.	1923/102	Business Calculations & Statistics	3 Hours		
			415.	2912/207	Travel Agency	3 Hours		
			416.	2921/206	Customer Service and Operating Procedures	3 Hours		
			417.	2924/107	Valuation and Analysis of Investment	3 Hours		
			418.	2925/107	Shipping Documentation	3 Hours		
			DAY 7 THURSDAY 23 <sup>RD</sup> NOVEMBER 2017	8:00 A.M.	BMC	419.	7021/106	Business Calculations
		420.				7031/106	Business Organization	2½ Hours
		421.				7032/106	Elements of Management	3 Hours
422.	7043/231	Practice of Banking I				3 Hours		
BTEP	423.	0801/205, 0802/205, 0803/205			Support Subjects	2½ Hours		
	424.	1802/304			Consumer Organization and Behaviour	3 Hours		
	425.	1804/304			Auditing	3 Hours		
	426.	1805/304			Forex	3 Hours		
	427.	1807/304			Co-operative Law	3 Hours		
	428.	1808/304			Industrial and Labour Law	3 Hours		
	429.	1813/304	Library Operations	3 Hours				
	430.	2806/304	Theory & Practice of Management	3 Hours				
	431.	2809/304	Transport Policy & Planning	3 Hours				

DAY & DATE	TIME	EXAMINATION	SUBJECT CODE & NAME		DURATION						
			432.	2812/306	Principles and Practice of Management	3 Hours					
			433.	2813/304	Management of Libraries, Archives & Other Information Centres	3 Hours					
			434.	3801/204	Business & Its Environment	3 Hours					
			435.	3806/104	Legal Aspects of Business Management	3 Hours					
			436.	3806/204	Management Accounting	3 Hours					
			437.	3814/204	Human Resource Management	3 Hours					
			S & G	438.	1032	Business Calculations I	2 Hours				
		439.		1163	Introduction to Law	2½ Hours					
		440.		1292	Storekeeping I	2½ Hours					
		441.		2341A	Information Communication Technology II(Theory)	1 Hour					
		442.		3231	Public Administration	3 Hours					
		443.		3281	Statistics III	3 Hours					
		TVET			444.	1901/103, 1903/103, 1906/103, 1908/103, 1909/103, 1923/103	Commerce	3 Hours			
					445.	1907/204	Business Administration and Environment	3 Hours			
					446.	1916/204, 1923/201, 1925/201	Fundamentals of Management & Environment	3 Hours			
					447.	1920/104	Mathematics	3 Hours			
					448.	2901/109A	Information Communication Technology I - Paper 1 (Theory)	2 Hours			
					449.	2901/203	Accounting	3 Hours			
					450.	2908/305	Economics	3 Hours			
					451.	2912/302	Tourism Policy and Planning	3 Hours			
					452.	2920/302	Management Information Systems	3 Hours			
					453.	2921/204	Petroleum Environment, Health and Safety Management Systems	3 Hours			
					454.	2921/305	Petroleum Site Best Practices and Brand Management	3 Hours			
					455.	2922/301	Risk Management in Projects	3 Hours			
					456.	2925/306	Multi-Modal Transport Logistics	3 Hours			
					11.30 A.M.		BMC	457.	7043/106	Foreign Exchange and Exchange Control	3 Hours
							BTEP	458.	2802/304	International Marketing	3 Hours
		459.	2803/304	Materials and Production Management				3 Hours			
		460.	2804/304	Auditing				3 Hours			
		461.	2805/304	Accountancy				3 Hours			
		462.	2808/305, 2811/305	Human Resource Management				3 Hours			
		463.	2807/304	Co-operative Banking				3 Hours			
464.	3802/104, 3806/103, 3813/103, 3817/103	Information Communication Technology	3 Hours								
465.	3808/205	Employee Relations	3 Hours								
S & G	466.	1193	Office Organization	2½ Hours							
	467.	2132	Economics	2½ Hours							
	468.	3201	Personnel Management III	3 Hours							
S & G/TVET	469.	3103, 2903/305, 2906/305	Managerial Accounting	3 Hours							

DAY & DATE	TIME	EXAMINATION	SUBJECT CODE & NAME			DURATION			
		S & G/TVET /BTEP	470.	3271, 3371, 2801/302, 2901/302	Shorthand III (100 w.p.m.)	-			
		TVET	471.	1913/101	Library and Information Centre Operations	3 Hours			
			472.	1913/204	Mail and Courier Service	3 Hours			
			473.	1918/206, 1919/206	Fauna, Flora and Environmental Studies	3 Hours			
			474.	1925/205	Ports and Terminals	3 Hours			
			475.	2902/103A, 2903/103A, 2906/103A, 2907/103A, 2908/103A, 2909/103A, 2912/103A, 2918/103A, 2921/103A, 2922/103A, 2924/103A, 2925/103A	Information Communication Technology (Theory)	2 Hours			
			476.	2909/205	Law of Business and Carriage	3 Hours			
			477.	2909/304	Management Accounting	3 Hours			
			478.	2920/102A	Computer Applications I - Paper 1 (Theory)	2 Hours			
			479.	2920/202A	Computer Applications II - Paper 1 (Theory)	2 Hours			
			480.	2926/304	Employee Relations	3 Hours			
			DAY 8 FRIDAY 24 <sup>TH</sup> NOVEMBER 2017	8:00 A.M.	BMC	481.	7023/311	Public Procurement and Materials Management	3 Hours
						482.	7023/313	Materials and Production Planning and Control	3 Hours
						483.	7033/111	Office Management	3 Hours
						484.	7033/112	Management Information Systems and Data Processing	3 Hours
485.	7033/113	Applied Economics				3 Hours			
486.	7033/115	Administrative Law				3 Hours			
487.	7033/211	Transport Management				3 Hours			
488.	7033/212	Work Study				3 Hours			
489.	7033/213	Supplies Management				3 Hours			
490.	7033/214	Insurance Law and Practice				3 Hours			
491.	7033/215	Co-operative Management				3 Hours			
BTEP	492.	0801/204, 0802/204, 0803/204				Clerical Duties	2½ Hours		
	493.	1801/305				Secretarial Duties	3 Hours		
	494.	1804/305			Taxation	3 Hours			
	495.	1803/305			Principles and Practice of Stock Control	3 Hours			
	496.	1806/304, 1807/305, 1808/305			Business Administration and Environment	3 Hours			
	497.	1813/305			Archival Operations	3 Hours			
	498.	2801/305, 2810/305			Public and Human Relations	3 Hours			
	499.	2802/305			Marketing of Services & Agricultural Products	3 Hours			
	500.	2803/305			Public Procurement	3 Hours			
501.	2804/305	Taxation	3 Hours						
502.	2805/305	Branch Banking: Law and Practice	3 Hours						
503.	2806/302, 2808/306	Organization Theory & Behaviour	3 Hours						
504.	2807/306	Nature of Co-operative Movement	3 Hours						

DAY & DATE	TIME	EXAMINATION	SUBJECT CODE & NAME			DURATION		
			505.	2809/306	Logistics & Physical Distribution	3 Hours		
			506.	2812/304/1	German Paper 1 (Written)	3 Hours		
			507.	2812/308/1	French Paper 1 (Written)	3 Hours		
			508.	2813/306	Archival Studies	3 Hours		
			509.	3801/206	Human Resource Management	3 Hours		
		S & G/TVET	510.	2262, 1901/106	Secretarial Duties		3 Hours	
		S & G	511.	1361	Elements of HRM		2½ Hours	
			512.	1192	Office Procedures I		2 Hours	
			513.	2062	Business Kiswahili II		3 Hours	
			514.	2102	Cost Accounting		3 Hours	
			515.	2292	Storekeeping II		2½ Hours	
			516.	3241	Public Finance III		3 Hours	
			517.	3301	Supplies Management III		3 Hours	
			518.	3311	Transport Management III		3 Hours	
			519.	3351	Public Relations		3 Hours	
			TVET	520.	1901/204A	Information Communication Technology II - Paper 1 (Theory)		1 Hour
		521.		1903/106, 1906/106	Financial Accounting		3 Hours	
		522.		1906/206	Sales and Marketing		3 Hours	
		523.		1909/106	Financial Accounting		3 Hours	
		524.		1913/106	Quantitative Methods		3 Hours	
		525.		1916/103	Commercial Shipping		3 Hours	
		526.		1920/102A	Computer Applications I - Paper 1 (Theory)		1 Hour	
		527.		1920/202A	Computer Applications II-Paper 1 (Theory)		1 Hour	
		528.		1923/106	Clerical Duties I		3 Hours	
		529.		1923/206	Clerical Duties II		3 Hours	
		530.		2901/107	Secretarial Duties		3 Hours	
		531.		2901/205A	Information Communication Technology II - Paper 1 (Theory)		1 Hour	
		532.		2901/305	Statistics		3 Hours	
		533.		2902/205	Public Relations		3 Hours	
		534.		2908/205	Public Relations		3 Hours	
		535.		2909/106	Motor Vehicle Care & Servicing		3 Hours	
		536.		2912/205	Public Relations		3 Hours	
		537.		2912/306	Tourism Product Development		3 Hours	
		538.		2920/106	Computational Mathematics		3 Hours	
		539.		2920/304	Internet Based Programming		3 Hours	
		540.		2921/107	Accounting and Costing in Petroleum Business		3 Hours	
		541.		2921/207	Inventory Management		3 Hours	
		542.		2921/306	Petroleum Projects Management		3 Hours	
		543.		2924/305	Financial Reporting and Analysis		3 Hours	
		544.		2925/203	Containerization		3 Hours	
		545.		2927/205	Resource Mobilization and Financing of Disaster Management		3 Hours	
		546.		2927/305	Risk Management for Disaster Mitigation		3 Hours	
		11:30 A.M.		BMC	547.	7022/106, 7032/102	Commercial Law	3 Hours
					548.	7033/114, 7043/101	Elements of Banking	3 Hours
					549.	7043/232	Practice of Banking II	3 Hours



DAY & DATE	TIME	EXAMINATION	SUBJECT CODE & NAME		DURATION	
		BTEP	550.	2801/306, 2806/306, 2810/306	Commercial and Administrative Law	3 Hours
			551.	2802/306	Commercial Law	3 Hours
			552.	2803/306	Purchasing and Supplies: Planning Policy and Organization	3 Hours
			553.	2804/306	Company Law	3 Hours
			554.	2805/306	Finance of International Trade: Payments & Services	3 Hours
			555.	2807/305	Co-operative Law	3 Hours
			556.	2809/305	Transport Economics	3 Hours
			557.	2812/305	Tourism Management	3 Hours
			558.	2813/305	Dissemination of Information	3 Hours
			559.	3801/205	Company Secretarial Practice	3 Hours
			560.	3808/206	Personnel Administration	3 Hours
			561.	3813/104A, 3817/104A	Automation in Information Systems Paper 1 (Theory)	1 Hour
			562.	3814/206	Project Implementation and Evaluation	3 Hours
			S & G	563.	1252	Principles and Practice of Selling
		564.		2092	Commercial Law I	2½ Hours
		565.		2093	Commercial Law	2½ Hours
		566.		2192	Office Procedures II	2½ Hours
		567.		2252	Principles and Practice of Marketing	3 Hours
		568.		3071	Business Organization and Management III	3 Hours
		569.		3111	Data Processing III	3 Hours
		570.		3181	Office Management III	3 Hours
		571.		3211	Principles and Practice of Administration III	3 Hours
		572.		3222	Financial Accounting II	3 Hours
		573.		3312	Supply and Transport Management III	3 Hours
		S & G/TVET	574.	3177, 2902/306	Marketing Research	3 Hours
			575.	3306, 2903/306	Project and Contract Management	3 Hours
		TVET	576.	1903/202 1907/206	Supply Chain Management and Purchasing Principles	3 Hours
			577.	1909/203	Elements of Costing	3 Hours
			578.	1913/104	Information and Communication Technology	3 Hours
			579.	1913/205	Professional Ethics	3 Hours
			580.	1918/103/1, 1919/103/1	French I (Written)	3 Hours
			581.	1918/106/1, 1919/106/1	German I (Written)	3 Hours
			582.	1918/204/1, 1919/204/1	French II (Written)	3 Hours
			583.	1918/208/1, 1919/208/1	German II (Written)	3 Hours
			584.	1920/106	Operating Systems	3 Hours
			585.	1924/103	Financial Markets and Institutions	3 Hours
			586.	1924/203	Valuation and Analysis of Investment	3 Hours
			587.	1925/206	Shipping Business	3 Hours
			588.	2903/101	Supply Chain Management and Purchasing Principles	3 Hours
			589.	2903/206, 2906/206, 2922/206	Cost Accounting	3 Hours
			590.	2909/305	Fleet Management	3 Hours

DAY & DATE	TIME	EXAMINATION	SUBJECT CODE & NAME		DURATION	
			591.	2912/107/1, 2918/107/1	French I (Written)	3 Hours
			592.	2912/109/1, 2918/109/1	German I (Written)	3 Hours
			593.	2912/206/1, 2918/206/1	French II (Written)	3 Hours
			594.	2912/208/1, 2918/208/1	German II (Written)	3 Hours
			595.	2912/305/1, 2918/305/1	French III (Written)	3 Hours
			596.	2912/307/1, 2918/307/1	German III (Written)	3 Hours
			597.	2920/206	Database Management Systems	3 Hours
			598.	2909/206	Human and Public Relations	3 Hours
			599.	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 a.m** and the second sessions will start at **11.30 a.m.**
- 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 CHIEF EXECUTIVE OFFICER