



EXAMINATIONS OFFICE

ZETECH BUSINESS AND TECHNICAL INSTITUTE

INTERNAL MEMO

FROM: EXAMINATIONS OFFICE

REF: ZBTI/25/MEMO/VOL.1/2024//079

TO: ALL KNEC STUDENTS

DATE: 25/10/2024

SUBJECT: KNEC MARCH 2025 EXAM SERIES BOOKING NOTICE

This is to notify you that **KNEC March 2025 Exam series** is open for booking. The **deadline** for meeting all the requirements for booking is on **4th December 2024**. Students who do not meet the stated deadline **will not be registered**.

The eligible candidates are the May 2024 Intake (Module 1) and those who will have completed their respective number of terms as per their course.

Kindly confirm your **eligibility** with your respective department **before you start** the booking process. Follow the procedure below to book your exams.

The procedure for booking is as follows:

1. Read this memo carefully and identify the amount you are supposed to pay from the revised charges dated 2024.
2. Obtain KNEC exam booking form from the website at www.zetech.ac.ke academics tab (<https://www.zetech.ac.ke/exam-booking-and-booking-forms/>) or at the campus tuck-shop/canteen.
3. **Fill the forms correctly and completely and attach the relevant documents** (Module 1 – Previous KNEC Result Slip, Internal result slips, Birth Certificate, ID; Module II and III previous result slip only for both KNEC and ZBTI internal exams).
4. Present the forms to the **lecturers, HOD, Exams Officer and Accountant** respectively for signing.
5. Make payment using the usual modes of payments i.e., Bank deposit or Mpesa
6. Submit the forms duly signed by you, lecturers, HoD, Exams Officer and Accountant to the Departmental Administrator and sign the Submission Register. Leave the form with the departmental admin

Kindly note that you can access the memo and charges via the notice boards, ZDS portal in the News and Announcement section, on our website and in your Whatsapp groups. For more information, get in touch with your Departmental Administrator. For any inquiries on the November 2024 Exam Series, don't hesitate to reach the Exams Office via 0794 588 145.


Genevieve Ombunda

Examinations Officer



CC: Registrar Academics, Senior Assistant Registrar – Examinations, Campus Operations Managers, HOD- ZBTI.