



# THE KENYA NATIONAL EXAMINATIONS COUNCIL

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

## 2019 JULY BUSINESS EXAMINATIONS TIMETABLE

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

#### 1.0 GENERAL INSTRUCTIONS

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

#### 2.0 EXAMINATION PERIOD AND DATES

##### 2.1 ORAL PAPERS/ PROJECTS

DAY & DATE	EXAMINATION	SUBJECT CODE & NAME			DURATION
WEDNESDAY 10 <sup>TH</sup> TO FRIDAY 12 <sup>TH</sup> JULY 2019	S & G	1.	1056	Foundations of French (Oral)	30 min
	BTEP/TVET	2.	1918/103/2, 1919/103/2	French I(Oral)	45 min
		3.	1918/106/2, 1919/106/2	German I(Oral)	30 min
		4.	1918/204/2, 1919/204/2	French II (Oral)	45 min
		5.	1918/208/2, 1919/208/2	German II (Oral)	30 min
		6.	2812/304/2	German Paper 2 (Oral)	30 min
		7.	2812/308/2	French Paper 2 (Oral)	30 min
		8.	2912/107/2, 2918/107/2	French I (Oral)	30 min
		9.	2912/109/2, 2918/109/2	German I (Oral)	30 min
		10.	2912/206/2, 2918/206/2	French II (Oral)	45 min
		11.	2912/208/2, 2918/208/2	German II (Oral)	30 min
		12.	2912/305/2, 2918/305/2	French III (Oral)	30 min
		13.	2912/307/2, 2918/307/2	German III (Oral)	30 min
Dates of submission will be communicated to the institutions by e-mail.	BTEP/TVET	14.	207, 306 &307	BTEP Craft, Diploma &Higher Diploma	Upload of Projects & Course Work Assessment Marks
		15.	107 & 207	TVET Craft	
		16.	107/108 & 307/308	TVET Diploma	
FRIDAY 12 <sup>TH</sup> JULY 2019	ALL	17.	REHEARSAL		

2.2 WRITTEN & PRACTICAL PAPERS

DAY & DATE	TIME	EXAMINATION	SUBJECT CODE & NAME			DURATION		
DAY 1 MONDAY 15 <sup>TH</sup> JULY 2019	8.00 AM	BTEP	18.	0801/201	Typewriting (30 wpm)	2½ Hours		
			19.	0802/201	Salesmanship	2½ Hours		
			20.	0803/201	Storekeeping	2½ Hours		
			21.	2802/301	Marketing Management	3 Hours		
			22.	2803/301	Purchasing Principles and Techniques	3 Hours		
			23.	2805/301	The Monetary & Financial Systems	3 Hours		
			24.	2807/301	Co-operative Accounting	3 Hours		
			25.	2810/302	Legal Shorthand (100 wpm)	-		
			26.	3808/201	Fundamentals of Human Resource Management	3 Hours		
			27.	3813/201	Management of User Services	3 Hours		
			28.	3817/201	Archives Management	3 Hours		
					S&G	29.	1274	Shorthand I (70 wpm)
				30.		2102	Cost Accounting	3 Hours
				31.		2292	Storekeeping II	2½ Hours
				32.		2341A	Information Communication Technology II (Theory)	1 Hour
				TVET	33.	1901/104A	Information Communication Technology I - Paper 1 (Theory)	2 Hours
					34.	1901/204A	Information Communication Technology II - Paper 1 (Theory)	1 Hour
					35.	1902/102	Principles and Practice of Marketing	3 Hours
					36.	1907/101	Nature of Cooperative Movement	3 Hours
					37.	1908/101	Elements of Human Resource Management	3 Hours
					38.	1918/101, 1919/101	Fundamentals of Tourism	3 Hours
					39.	1918/203, 1919/203	Touristic History	3 Hours
					40.	1920/102A	Computer Applications I - Paper 1 (Theory)	1 Hour
					41.	1920/202A	Computer Applications II-Paper 1 (Theory)	1 Hour
					42.	1926/206	Human Resource Records Management	3 hours
					43.	2921/202	Petroleum Transportation and Legal Regulatory Framework	3 Hours
					44.	2921/302	Aviation	3 Hours
					45.	2922/105	Resource Mobilization	3 Hours
			46.		2914/203 2922/203	Project Monitoring and Evaluation	3 Hours	
			47.		2927/202	Crisis and Emergency Management	3 Hours	
		11.30 AM	S&G	48.	2274	Shorthand II (90 w.p.m.)	-	
				49.	3101	Cost Accounting III	3 Hours	
				50.	3241	Public Finance III	3 Hours	
				BTEP	51.	2806/302, 2808/306	Organization Theory & Behaviour	3 Hours
			52.		2812/304/1	German Paper 1 (Written)	3 Hours	
			53.		2812/308/1	French Paper 1 (Written)	3 Hours	
			54.		2813/306	Archival Studies	3 Hours	
			55.		3801/205	Company Secretarial Practice	3 Hours	
					56.	3813/104A, 3817/104A	Automation in Information Systems Paper 1 (Theory)	1 Hour
				TVET	57.	1925/101	Introduction to Shipping	3 Hours
		58.	2901/109A		Information Communication Technology I - Paper 1 (Theory)	2 Hours		
		59.	2901/205A		Information Communication Technology II - Paper 1 (Theory)	1 Hour		
				60.	2901/304A	Information Communication Technology III - Paper 1 (Theory)	2 Hours	

DAY & DATE	TIME	EXAMINATION	SUBJECT CODE & NAME			DURATION
			61.	2902/101	Principles and Practice of Selling	3 Hours
			62.	2903/102, 2906/102, 2907/102, 2909/203, 2914/102, 2922/102, 2924/102, 2925/102, 2926/102, 2927/102	Financial Accounting	3 Hours
			63.	2908/101	Foundations of Human Resource Management	3 Hours
			64.	2909/101	Road Transport Management	3 Hours
			65.	2912/101, 2918/101	Fundamentals of Tourism	3 Hours
			66.	2913/101	Collection Management	3 Hours
			67.	2913/207	Organization and Retrieval of Information	3 Hours
			68.	2920/102A	Computer Applications I - Paper 1 (Theory)	2 Hours
			69.	2921/101	Applied Science and Mathematics	3 Hours
			70.	2924/302	Portfolio Management	3 Hours
			71.	2922/205A	Project Management Information Systems - Paper 1 (Theory)	2 Hours
			72.	2924/101	Investment Environment	3 Hours
			73.	2926/101	Foundations of Human Resource Management190	3 Hours
			74.	2926/207	Labour Economics	3 Hours
			75.	2928/101, 2929/101, 2930/101	Introduction to Mass Communication	3 Hours
			76.	2928/201, 2929/201, 2930/201	Investigative Journalism	3 Hours
DAY 2 TUESDAY 16 <sup>TH</sup> JULY 2019	8.00 AM	BTEP	77.	1801/301, 1802/305, 1805/305, 1806/305, 1808/301	Communication and Report Writing	3 Hours
			78.	2801/304, 2810/304	Business English	3 Hours
			79.	2809/306	Logistics & Physical Distribution	3 Hours
		S&G	80.	1042	Communication Skills I	2½ Hours
		TVET	81.	1901/105	Communication Skills I	3 Hours
			82.	1901/203	Communication Skills II	3 Hours
			83.	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
			84.	2902/205	Public Relations	3 Hours
			85.	2908/205	Public Relations	3 Hours
			86.	2907/201	Co-operative Law	3 Hours

DAY & DATE	TIME	EXAMINATION	SUBJECT CODE & NAME			DURATION			
			87.	2909/301	Road Transport Policy and Planning	3 Hours			
			88.	2912/206/1, 2918/206/1	French II (Written)	3 Hours			
			89.	2912/208/1, 2918/208/1	German II (Written)	3 Hours			
			90.	2912/305/1, 2918/305/1	French III (Written)	3 Hours			
			91.	2912/307/1, 2918/307/1	German III (Written)	3 Hours			
			92.	2913/202	System Analyses and Design	3 Hours			
			93.	2913/302	Marketing of Information Services	3 Hours			
			94.	2914/202	Commercial Practices	3 Hours			
			95.	2920/202A	Computer Applications II - Paper 1 (Theory)	2 Hours			
			96.	2920/304	Internet Based Programming	3 Hours			
			97.	2921/207	Inventory Management	3 Hours			
			98.	2921/306	Petroleum Projects Management	3 Hours			
			99.	2924/305	Financial Reporting and Analysis	3 Hours			
			100.	2925/201	Cargo and Terminal Operations	3 Hours			
			101.	2925/302	Clearing and Forwarding	3 Hours			
			102.	2927/205	Resource Mobilization and Financing of Disaster Management	3 Hours			
			103.	2927/305	Risk Management for Disaster Mitigation	3 Hours			
			11.30 AM		BTEP	104.	2812/305	Tourism Management	3 Hours
						105.	2813/305	Dissemination of Information	3 Hours
						106.	3801/206	Human Resource Management	3 Hours
						107.	3808/206	Personnel Administration	3 Hours
						108.	3814/206	Project Implementation and Evaluation	3 Hours
					S&G	109.	2042	Communication Skills II	3 Hours
						110.	2093	Commercial Law	2½ Hours
						111.	2252	Principles and Practice of Marketing	3 Hours
						112.	3041	Business English III	3 Hours
						113.	3071	Business Organization and Management III	3 Hours
						114.	3111	Data Processing III	3 Hours
						115.	3181	Office Management III	3 Hours
					S&G/TVET	116.	3174, 2902/203	Legal Aspects in Sales and Marketing	3 Hours
					TVET	117.	1918/204/1, 1919/204/1	French II (Written)	3 Hours
						118.	1918/208/1, 1919/208/1	German II (Written)	3 Hours
						119.	2901/110	Communication I	3 Hours
						120.	2901/204	Communication II	3 Hours
121.	2902/104, 2908/104, 2912/104, 2918/104, 2920/104, 2921/104	Communication	3 Hours						

DAY & DATE	TIME	EXAMINATION	SUBJECT CODE & NAME		DURATION	
			122.	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
			123.	2914/302	Consultancy in Medium and Small Enterprises	3 Hours
			124.	2922/201	Project Quality Management	3 Hours
			125.	2926/202	Human Resource Development	3 Hours
			126.	2928/104, 2929/104, 2930/104	Communication Skills	3 Hours
			127.	2928/204, 2929/204, 2930/204	Advanced News Writing and Reporting	3 Hours
			DAY 3 WEDNESDAY 17 <sup>TH</sup> JULY 2019	8.00 AM	BTEP	128.
129.	2803/306	Purchasing and Supplies: Planning Policy and Organization				3 Hours
130.	2804/306	Company Law				3 Hours
131.	2806/305	Human Resource Management and Industrial Relations				3 Hours
132.	2815/101	Cargo Storage and Warehousing				3 Hours
133.	2815/301	Shipping Principles & Practice				3 Hours
S & G	134.	1341A			Information Communication Technology I (Theory)	2 Hours
	135.	2032			Business Calculations II	2½ Hours
	136.	3341A			Information Communication Technology III (Theory)	1 Hour
S & G/TVET	137.	2273, 1801/304, 1901/202, 2901/202			Shorthand II (80 wpm)	-
	138.	3072, 2906/301, 2926/301			Organization Theory and Behaviour	3 Hours
TVET	139.	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
	140.	1909/201			Clearing and Forwarding	3 Hours
	141.	1913/101			Library and Information Centre Operations	3 Hours
	142.	1907/202, 1916/202, 1923/202, 1924/202, 1925/202, 1926/202			Financial Accounting	3 Hours

DAY & DATE	TIME	EXAMINATION	SUBJECT CODE & NAME			DURATION		
			143.	1922/201	Principles of Accounting	3 Hours		
			144.	2906/201, 2926/201, 2927/201	Office Administration and Management	3 Hours		
			145.	2907/202	Co-operative Accounting	3 Hours		
			146.	2908/301	Organization Theory and Behaviour	3 Hours		
			147.	2912/201	Tourism Economics	3 Hours		
			148.	2912/301, 2918/301	Tourism Marketing	3 Hours		
			149.	2913/201	Archives Management	3 Hours		
			150.	2913/301	Information Retrieval and Dissemination	3 Hours		
			151.	2920/106	Computational Mathematics	3 Hours		
			152.	2921/201	Petroleum Marketing and Regional Petroleum Supply Chain	3 Hours		
			153.	2921/301	Liquefied Petroleum Gas	3 Hours		
			154.	2924/301	Investment Policy and Regulatory Framework	3 Hours		
			155.	2925/301	Shipping and Chartering Practice	3 Hours		
			156.	2927/301	Disaster Emergency Information Management	3 Hours		
			11:30 AM	BTEP	157.	1801/305	Secretarial Duties	3 Hours
					158.	1803/305	Principles and Practice of Stock Control	3 Hours
					159.	1804/305	Taxation	3 Hours
					160.	1806/304, 1807/305, 1808/305	Business Administration and Environment	3 Hours
					161.	2808/301	Accounting & Control	3 Hours
					162.	2814/101	Commercial Practice & Bookkeeping	3 Hours
					163.	2814/201	Marketing & Research in Small Business Enterprises	3 Hours
					164.	2814/301	Sectoral Based Operations	3 Hours
					165.	2815/201	Port Operations	3 Hours
					166.	3801/202	Public Relations	3 Hours
		S & G	167.		1223	Foundations of Accounting	3 Hours	
			168.		3151	Financial Management III	3 Hours	
			169.		3272, 3372	Shorthand III (110 wpm)	-	
			170.		3302	Supplies Management	3 Hours	
			171.		3308	Purchasing Management	3 Hours	
		S & G/TVET	172.		2262, 1901/106	Secretarial Duties	3 Hours	
	173.		3175, 2902/301		International Marketing	3 Hours		
	TVET	174.	1902/201		Consumer Behaviour	3 Hours		
		175.	1903/201, 1906/201, 1926/201		Office Organization	3 Hours		
		176.	1918/201		Tour Operations	3 Hours		
		177.	1919/201	Travel Operations	3 Hours			
		178.	2901/107	Secretarial Duties	3 Hours			

DAY & DATE	TIME	EXAMINATION	SUBJECT CODE & NAME		DURATION		
			179.	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	
			180.	2903/201	Purchasing Management	3 Hours	
			181.	2907/301	Public Relations	3 Hours	
			182.	2914/305, 2922/305	Fundamentals of Strategic Management	3 Hours	
			183.	2924/201	Asset Management	3 Hours	
			184.	2926/203	Labour Law	3 Hours	
			185.	2928/203, 2929/203, 2930/203	Media Coverage and Journalism	3 Hours	
			186.	1801/302, 1803/304, 1808/303	Commerce	3 Hours	
			187.	2814/102	Entrepreneurial Opportunities & Business Environment	3 Hours	
			188.	2814/202	Managing Small Business Enterprises	3 Hours	
DAY 4 THURSDAY 18 <sup>TH</sup> JULY 2019	8:00 AM	BTEP	189.	2814/302	Production Management & Quantitative Methods	3 Hours	
			190.	2815/202	Freight Clearing, Forwarding and Insurance	3 Hours	
			191.	2815/302	Shipping Economics & International Trade	3 Hours	
			S & G	192.	1052	Foundations of French(Written)	2½ Hours
				193.	1062	Business Kiswahili I	2½ Hours
			S & G/BTEP	194.	3321, 2801/301	Typewriting (50 wpm)	3¼ Hours
		S & G/TVET	195.	1273, 1901/102, 2901/102	Shorthand I (60 wpm)	-	
			196.	3307, 2903/301	Purchasing and Supply Strategy	3 Hours	
		TVET	197.	1902/202	Marketing Communication	3 Hours	
			198.	1907/102	Co-operative Banking	3 Hours	
			199.	1907/201	Co-operative Law	3 Hours	
			200.	1916/201	Fundamentals of Containerization & Transport Logistics	3 Hours	
			201.	1922/103	Fundamentals of Project Management	3 Hours	
			202.	1922/203	Project Financing	3 Hours	
			203.	1924/101	Fundamentals of Investment	3 Hours	
			204.	1925/103	Shipping Documentation	3 Hours	
			205.	2901/203	Accounting	3 Hours	
			206.	2902/302	Marketing Planning	3 Hours	
			207.	2906/306, 2924/306, 2926/306	Financial Management	3 Hours	

DAY & DATE	TIME	EXAMINATION	SUBJECT CODE & NAME			DURATION
			208.	2907/101	Nature of Cooperative Movement	3 Hours
			209.	2912/304, 2918/304	Ecotourism	3 Hours
			210.	2913/102	Records Management	3 Hours
			211.	2914/105	Business Environment	3 Hours
			212.	2921/102	Fundamentals of Energy Sources and Production	3 Hours
			213.	2925/107	Shipping Documentation	3 Hours
			214.	2927/101	Introduction to Disaster Management	3 Hours
			215.	2927/203	Psychological Interventions in Disaster Management	3 Hours
			216.	2927/302	Sustainable Community Development Strategies for Disaster Areas	3 Hours
			217.	2928/102, 2929/102, 2930/102	Logic and Critical Thinking	3 Hours
			218.	2928/202, 2929/202, 2930/202	Research Methods	3 Hours
	11:30 AM	BTEP	219.	2815/102	Customs Procedures	3 Hours
			220.	3801/201A	Computer Applications (Theory)	1 Hour
		S & G	221.	1192	Office Procedures I	2 Hours
			222.	2192	Office Procedures II	2½ Hours
			223.	3152	Financial Management III	3 Hours
			224.	3173	Sales Management	3 Hours
			225.	3178	Marketing Planning and Control	3 Hours
			226.	3313	Clearing and Forwarding	3 Hours
			227.	3273, 3373	Shorthand III (120 wpm)	-
			228.	3274, 3374	Shorthand III (130 wpm)	-
			229.	3275, 3375	Shorthand III (140 wpm)	-
			230.	3276, 3376	Shorthand III (150 wpm)	-
		S & G\TVET	231.	3309, 2903/202	Public Procurement and Finance	3 Hours
		S & G\TVET\ BTEP	232.	3271, 3371, 2801/302, 2901/302	Shorthand III (100 wpm)	-
		TVET	233.	1908/201	Practice of Human Resource Management	3 Hours
			234.	1909/202	Basic Motor Vehicle Care and Servicing	3 Hours
			235.	1918/202, 1919/202	Touristic Geography	3 Hours
			236.	1923/203	Supplies Operations	3 Hours
			237.	2902/201	Sales Management	3 Hours
			238.	2903/107	Warehousing Operations and Stock Control	3 Hours
			239.	2908/102	Office Administration and Management	3 Hours
			240.	2912/102, 2918/102	Tour Guiding and Travel Operations	3 Hours
			241.	2914/303	Small and Micro Enterprises Financial Management	3 Hours
			242.	2918/202	Recreation Guiding	3 Hours
			243.	2918/302	Tourism Law	3 Hours
			244.	2920/101	Introduction to Information Communication Technology and Ethics	3 Hours
		245.	2920/201	Systems Analysis and Design	3 Hours	
		246.	2922/101	Fundamentals of Project Management	3 Hours	
		247.	2922/202	Project Procurement and Management	3 Hours	
		248.	2922/304	Legal Issues in Project Management	3 Hours	
		249.	2924/203	Risk Management	3 Hours	



DAY & DATE	TIME	EXAMINATION	SUBJECT CODE & NAME			DURATION
DAY 5 FRIDAY 19 <sup>TH</sup> JULY 2019	8:00 AM	BTEP	250.	1803/301, 1804/301, 1805/301, 1806/301, 1807/301/2,	Financial Accounting	3 Hours
			251.	2808/302, 2809/302, 2811/302	Labour & Industrial Relations	3 Hours
			252.	3817/202	Administrative History	3 Hours
		S & G	253.	3102	Advanced Cost Accounting	3 Hours
			254.	3322, 3323, 3324, 3325, 3326, 3327, 3328, 3329, 3330	Typewriting III Open Speed (51 wpm and above)	10 Minutes
			255.	3303	Principles of Procurement and Distribution	3 Hours
		TVET	256.	1902/101	Principles and Practice of Selling	3 Hours
			257.	1903/101	Warehousing Operations and Stock Control	3 Hours
			258.	1907/203	Co-operative Accounting	3 Hours
			259.	1916/101	Sea Port Operations	3 Hours
			260.	1916/206	Sales & Marketing	3 Hours
			261.	1924/201	Investment Environment	3 Hours
			262.	2901/104, 2902/105, 2903/105, 2906/105, 2907/105, 2908/305, 2909/105, 2924/105, 2926/105	Economics	3 Hours
			263.	2901/303	Office Administration and Management	3 Hours
			264.	2906/202	Marketing Management	3 Hours
			265.	2907/203	Cooperative Banking	3 Hours
			266.	2913/105	Preservation and Conservation of Information	3 Hours
			267.	2913/205	Publishing and Book Trade	3 Hours
	268.		2913/305	Digital Library	3 Hours	
	269.		2914/101	Entrepreneurial Behaviour	3 Hours	
	270.		2914/201	Management of Business Enterprises	3 Hours	
	271.		2920/103	Structured Programming	3 Hours	
	272.		2920/206	Database Management Systems	3 Hours	
	273.		2921/106	Petroleum Refineries and Processing	3 Hours	
	274.		2921/203	Petroleum Distribution Depots	3 Hours	
	275.	2921/303	Lubricants	3 Hours		
	276.	2925/105	Ports and Terminals	3 Hours		
	277.	2928/105, 2929/105, 2930/105	News Writing and Reporting	3 Hours		
	278.	2928/205, 2929/205, 2930/205	Socio-economic Development	3 Hours		
	11:30 AM	BTEP	279.	2810/301	Legal Typewriting (50 wpm)	3¼ Hours
			280.	2812/301	Travel & Tour Administration	3 Hours
			281.	2813/301	Information Resources	3 Hours
282.			2814/103	Entrepreneurial Behaviour & Start-up Procedures of Small Business Enterprises	3 Hours	
283.			2914/107	Business Start-Up Procedures	3 Hours	
284.			2814/203	Communication and Information Technology	3 Hours	

DAY & DATE	TIME	EXAMINATION	SUBJECT CODE & NAME			DURATION		
			285.	2814/303	Legal Aspects of Small Business Practice	3 Hours		
			286.	2815/203	Management Practice	3 Hours		
			287.	2815/303	Legal Aspects of Shipping	3 Hours		
			288.	3801/203	Strategic Office Administration and Management	3 Hours		
			289.	3813/202	Publishing and Book Trade	3 Hours		
			290.	3814/205	Consultancy and Counselling	3 Hours		
		S & G/TVET	291.	2182, 1909/206	Office Administration and Management		3 Hours	
			292.	2381, 1906/101, 1922/101, 1926/101	Fundamentals of Management and Environment		3 Hours	
			293.	3179, 2902/304	Financial Aspects of Marketing		3 Hours	
		S & G	294.	2371	Business Finance		3 Hours	
		TVET	295.	1903/203, 1906/203	Business Finance		3 Hours	
			296.	1909/101	Road Transport Management		3 Hours	
			297.	1913/102	Information Resources		3 Hours	
			298.	1918/102, 1919/102	Tour Guiding Techniques		3 Hours	
			299.	1923/106	Clerical Duties I		3 Hours	
			300.	1923/206	Clerical Duties II		3 Hours	
			301.	2903/203	Supply Management		3 Hours	
			302.	2908/201	Theory and Practice of Human Resource Management		3 Hours	
			303.	2909/201	Logistics and Physical Distribution		3 Hours	
			304.	2912/106, 2918/106	Touristic History		3 Hours	
			305.	2912/202	Fundamentals of Hotel Operations		3 Hours	
			306.	2918/203	Natural History of Invertebrates of East Africa		3 Hours	
			307.	2925/304	Economics of Sea Transport and International Trade		3 Hours	
			308.	2927/105	Disaster Preparedness and Response		3 Hours	
		309.	2927/206	Procurement and Logistics Management		3 Hours		
		310.	2914/304, 2927/304	Human Resource Management		3 Hours		
		DAY 6 MONDAY 22 <sup>ND</sup> JULY 2019	8.00 AM	BTEP	311.	0801/202, 0802/202, 0803/202	Business Organization	2½ Hours
					312.	1802/301	Principles and Practice of Marketing	3 Hours
					313.	1807/301/1	Co-operative Accounting	3 Hours
					314.	1813/301	Information Technology	3 Hours
315.	2815/204				Principles of Accounting	3 Hours		
316.	3806/101				Business Environment & Strategic Management	3 Hours		
317.	3806/201				Human Resource Management & Organizational Development	3 Hours		
318.	3813/203, 3817/203				Strategic and Financial Management	3 Hours		
319.	3814/201				Entrepreneurial Behaviour	3 Hours		
S & G	320.			2352	Labour and Industrial Law		2½ Hours	
	321.			3031	Business Calculations III		3 Hours	
	322.			3171	Marketing III		3 Hours	
	323.			3172	Marketing Management		3 Hours	

DAY & DATE	TIME	EXAMINATION	SUBJECT CODE & NAME		DURATION	
		S & G/TVET	324.	3304, 2903/302, 2922/302	Operations Management	3 Hours
		TVET	325.	1913/103A	Computer Applications in Information - Paper 1 (Theory)	1 Hour
			326.	1916/203	Commerce	3 Hours
			327.	1920/101	Introduction to Information Communication Technology	3 Hours
			328.	1920/201	Computer Maintenance & Support	3 Hours
			329.	1922/202	Purchasing and Supplies Management	3 Hours
			330.	1925/203	Health, Safety and Security in Transport Logistics	3 Hours
			331.	2902/202	Marketing Management	3 Hours
			332.	2912/203	Tour Operations	3 Hours
			333.	2913/204	Quantitative Techniques	3 Hours
			334.	2913/304	Management of Information systems and Services	3 Hours
			335.	2920/203	Object Oriented Programming	3 Hours
			336.	2924/204	Quantitative Techniques	3 Hours
			337.	2924/304	Taxation Theory and Practice	3 Hours
			338.	2925/305	Shipping Finance	3 Hours
			339.	2927/106	Fire Disaster Management	3 Hours
			340.	2927/306	Legal Issues in Relation to Disaster Management	3 Hours
			341.	2928/207, 2929/207, 2930/207	Media and Society	3 Hours
	11:30 AM	BTEP	342.	2804/301, 2806/301, 2809/301	Managerial Accounting	3 Hours
			343.	2801/308, 2810/308	Word Processing	2½ Hours
			344.	2814/204	Computer Applications (Practical)	2½ Hours
			345.	2812/302	Touristic Geography	3 Hours
			346.	2813/302	Conservation & Restoration of Information Materials	3 Hours
			347.	2815/103	Quantitative Methods	3 Hours
			348.	2815/304	Marketing & Public Relations	3 Hours
			349.	3801/204	Business & Its Environment	3 Hours
			350.	3808/202	Employee Resourcing	3 Hours
			351.	3813/104B, 3817/104B	Automation in Information Systems Paper 2 (Practical)	2 Hours
		S & G	352.	1341B	Information Communication Technology I (Practical)	1 Hour
			353.	2012	Computerized Audio Document Processing II	2½ Hours
			354.	2223	Financial Accounting	3 Hours
			355.	3242	Public Finance	3 Hours
			356.	3282	Quantitative Techniques	3 Hours
		TVET	357.	3353	Human and Public Relations	3 Hours
				358.	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)
	359.			1906/202	Human and Public Relations	3 Hours

DAY & DATE	TIME	EXAMINATION	SUBJECT CODE & NAME			DURATION
			360.	1908/202	Elements of Labour Law and Industrial Relations	3 Hours
			361.	1913/201	Records Management	3 Hours
			362.	2903/101 2907/302	Supply Chain Management and Purchasing Principles	3 Hours
			363.	2903/204, 2906/204, 2926/204	Quantitative Techniques	3 Hours
			364.	2922/204, 2925/204, 2927/204	Quantitative Techniques	3 Hours
			365.	2907/204, 2914/204, 2924/204	Quantitative Techniques	3 Hours
			366.	2906/304	Human Resource Management	3 Hours
			367.	2908/302, 2909/302	Labour & Industrial Relations	3 Hours
			368.	2909/202	Road Transport Economics	3 Hours
			369.	2912/105, 2918/105	Fauna, Flora and Touristic Geography	3 Hours
			370.	2914/301	Production and Operations Management	3 Hours
			371.	2918/204	Astronomy	3 Hours
			DAY 7 TUESDAY 23 <sup>RD</sup> JULY 2019	8:00 AM	BTEP	372.
373.	1802/302	Marketing Communication				3 Hours
374.	1803/302	Principles of Procurement and Distribution				3 Hours
375.	1804/302, 1805/302, 1806/302	Business Finance				3 Hours
376.	3806/102	Management Consultancy & Research Methodology				3 Hours
377.	3806/202	Operations Research				3 Hours
378.	3813/204, 3817/204	Consultancy and Legal Aspects of Information				3 Hours
379.	3814/202	Production Management				3 Hours
S & G	380.	2082				Commerce II
	381.	3012			Computerized Audio Document Processing III	3 Hours
	382.	3341B			Information Communication Technology III (Practical)	2 Hours
S & G/TVET	383.	3176, 2902/305			Strategic Planning in Sales and Marketing	3 Hours
	384.	3352, 2906/302			Labour and Industrial Relations	3 Hours
TVET	385.	1902/203, 1908/203			Book-keeping and Accounts	3 Hours
	386.	1903/204, 1906/204, 1909/204, 1922/204, 1923/204, 1924/204, 1926/204			Business Law	3 Hours
	387.	1913/202			Archives Operations	3 Hours
	388.	1920/104			Mathematics	3 Hours
	389.	1920/203			Structured Programming	3 Hours
	390.	1925/106			Commercial Shipping Geography	3 Hours
	391.	1925/204	Law of Carriage	3 Hours		

DAY & DATE	TIME	EXAMINATION	SUBJECT CODE & NAME		DURATION	
			392.	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
			393.	2901/206	Commercial and Administrative Law	3 Hours
			394.	2902/204, 2908/204, 2909/204, 2920/204	Quantitative Methods	3 Hours
			395.	3312, 2906/203	Supply and Transport Management	3 Hours
			396.	2907/205	Principles and Practice of Marketing	3 Hours
			397.	2908/304	Accounting and Control	3 Hours
			398.	2918/205	Human Relations	3 Hours
			399.	2920/105	Operating Systems	3 Hours
			400.	2922/205B	Project Management Information Systems - Paper 2 (Practical)	1 Hour
	11:30 AM	BTEP	401.	0801/203, 0802/203, 0803/203	Book-keeping	2½ Hours
			402.	1807/302	Merchandise and Transport Management	3 Hours
			403.	1808/302	Personnel Management	3 Hours
			404.	1813/302	Information Resources	3 Hours
			405.	2801/303, 2806/303, 2808/303, 2810/303	Office Administration and Management	3 Hours
			406.	2802/302	Marketing Planning and Control	3 Hours
			407.	2803/302	Purchasing and Supplies: Logistics	3 Hours
			408.	2804/302, 2807/302	Financial Accounting	3 Hours
			409.	2805/302	Lending	3 Hours
			410.	2815/104	Information & Communication Technology	3 Hours
			411.	3808/203	Training and Development	3 Hours
			412.	3813/101	Collection Management	3 Hours
			413.	3817/101	Records Management	3 Hours
		S & G	414.	2341B	Information Communication Technology II (Practical)	2 Hours
			415.	3021	Auditing III	3 Hours
			416.	3022	Auditing III	3 Hours
			417.	3062	Business Kiswahili III	3 Hours
		S & G/TVET	418.	3305, 2903/304	International Purchasing	3 Hours
		TVET	419.	1907/106	Business Law	3 Hours

DAY & DATE	TIME	EXAMINATION	SUBJECT CODE & NAME		DURATION				
			420.	1918/205, 1919/205	Customer Care	3 Hours			
			421.	2903/205, 2914/205,Re 2924/202, 2925/205, 2926/205	Principles and Practice of Marketing	3 Hours			
			422.	2912/204	Tourism Accounting	3 Hours			
			423.	2920/301	Data Communication and Networking	3 Hours			
			424.	2921/105	Global Petroleum, Gas and Oil Markets & Global Environmental and Emerging Issues	3 Hours			
			425.	2921/205	Depot Safety and Security	3 Hours			
			426.	2921/304	Petroleum Dispensing Site Design	3 Hours			
			427.	2922/106	Project Financing	3 Hours			
			428.	2926/302	Reward Management	3 Hours			
			DAY 8 WEDNESDAY 24 <sup>TH</sup> JULY 2019	8:00 AM	BTEP	429.	1802/303	Sales Organization and Practice	3 Hours
						430.	1803/303, 1804/303, 1806/303	Cost Accounting	3 Hours
						431.	1805/303	Elements of Banking	3 Hours
						432.	1807/303	Co-operative Banking	3 Hours
433.	1813/303	Readers Services				3 Hours			
434.	2802/303	Marketing Information Systems & Marketing Research				3 Hours			
435.	2804/303	Business Finance				3 Hours			
436.	2805/303	Investment				3 Hours			
437.	2807/303	Principles and Practice of Marketing				3 Hours			
438.	2808/304	Labour and Industrial Law				3 Hours			
439.	2809/303	Modes of Transport				3 Hours			
S & G	440.	1082				Commerce I	2½ Hours		
	441.	3092				Commercial Law II	3 Hours		
	442.	3093			Commercial and Administrative Law	3 Hours			
	443.	3131			Economics III	3 Hours			
S & G/TVET	444.	3331, 2901/301			Computerized Document Processing III	3 Hours			
TVET	445.	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			
	446.	1901/104B			Information Communication Technology I - Paper 2 (Practical)	1 Hour			
	447.	1902/204			Introduction to Law	3 Hours			
	448.	1908/102			Office Administration and Management	3 Hours			
	449.	1920/103			Basic Electronics	3 Hours			
	450.	1924/102, 1925/102			Business Calculations	3 Hours			

DAY & DATE	TIME	EXAMINATION	SUBJECT CODE & NAME			DURATION		
			451.	2901/109B	Information Communication Technology I - Paper 2 (Practical)	1 Hour		
			452.	2906/205	Commercial and Administrative Law	3 Hours		
			453.	2908/202	Labour and Industrial Law	3 Hours		
			454.	2913/203	Library Management	3 Hours		
			455.	2918/201	Cultural Tourism	3 Hours		
			456.	2920/102B	Computer Applications I - Paper 2 (Practical)	1 Hour		
			457.	2920/205	Visual Programming	3 Hours		
			11:30 AM	BMC	458.	7031/105	Economics	2½ Hours
				BTEP	459.	2803/303	Purchasing and Supplies: Provisioning	3 Hours
					460.	2812/303	Touristic History	3 Hours
					461.	2813/303	Organization & Retrieval of Information	3 Hours
					462.	3801/201B	Computer Applications (Practical)	2 Hours
					463.	3806/203	Strategic Marketing Management	3 Hours
					464.	3808/204	Reward Management	3 Hours
					465.	3813/102, 3817/102	Reprography and Conservation of Information	3 Hours
					466.	3814/203	Marketing	3 Hours
				S & G	467.	2282	Statistics	3 Hours
	468.	3121			Economic Geography	3 Hours		
	TVET		469.	1901/205, 1902/205, 1903/205, 1906/205, 1907/205, 1909/205, 1923/205, 1924/205, 1926/205	Economics	3 Hours		
			470.	1903/102, 1906/102, 1922/102	Business Calculations & Statistics	3 Hours		
			471.	1909/102, 1916/102	Business Calculations & Statistics	3 Hours		
			472.	1913/203	Preservation and Conservation of Information	3 Hours		
			473.	1922/205	Resource Mobilization	3 Hours		
			474.	1923/102	Business Calculations & Statistics	3 Hours		
			475.	2912/207	Travel Agency	3 Hours		
			476.	2921/206	Customer Service and Operating Procedures	3 Hours		
			477.	2924/107	Valuation and Analysis of Investment	3 Hours		
			478.	2925/202	Environmental Aspects of Shipping	3 Hours		
			479.	2927/107	First Aid in Disaster Management	3 Hours		
		480.	2928/208, 2929/208, 2930/208	Feature Writing	3 Hours			
	DAY 9 THURSDAY 25 <sup>TH</sup> JULY 2019	8:00 AM	BTEP	481.	0801/205, 0802/205, 0803/205	Support Subjects	2½ Hours	
				482.	1813/304	Library Operations	3 Hours	
				483.	2806/304	Theory & Practice of Management	3 Hours	
				484.	2809/304	Transport Policy & Planning	3 Hours	
				485.	2812/306	Principles and Practice of Management	3 Hours	
				486.	2813/304	Management of Libraries, Archives & Other Information Centres	3 Hours	
				487.	3806/104	Legal Aspects of Business Management	3 Hours	
				488.	3806/204	Management Accounting	3 Hours	
				489.	3814/204	Human Resource Management	3 Hours	

DAY & DATE	TIME	EXAMINATION	SUBJECT CODE & NAME			DURATION						
		S & G	490.	1032	Business Calculations I	2 Hours						
			491.	1163	Introduction to Law	2½ Hours						
			492.	1292	Storekeeping I	2½ Hours						
			493.	3231	Public Administration	3 Hours						
			494.	3281	Statistics III	3 Hours						
		S & G/TVET	495.	2332, 1901/201, 2901/201	Computerized Document Processing II		2½ Hours					
		TVET	496.	1901/103, 1903/103, 1906/103, 1907/103, 1908/103, 1909/103, 1923/103, 1926/103	Commerce		3 Hours					
					497.	1907/204		Business Administration and Environment	3 Hours			
					498.	1916/204, 1923/201, 1925/201		Fundamentals of Management & Environment		3 Hours		
					499.	1920/102B		Computer Applications I - Paper 2 (Practical)		2 Hours		
					500.	2901/304B		Information Communication Technology III - Paper 2 (Practical)		1 Hour		
					501.	2907/304		Auditing		3 Hours		
					502.	2909/102		Clearing & Forwarding		3 Hours		
					503.	2912/302		Tourism Policy and Planning		3 Hours		
					504.	2920/302		Management Information Systems		3 Hours		
					505.	2921/204		Petroleum Environment, Health and Safety Management Systems		3 Hours		
					506.	2921/305		Petroleum Site Best Practices and Brand Management		3 Hours		
					507.	2922/301		Risk Management in Projects		3 Hours		
					508.	2925/101		Introduction to Shipping		3 Hours		
					509.	2925/306		Multi-Modal Transport Logistics		3 Hours		
					11.30 AM	BTEP		510.	1802/304	Consumer Organization and Behaviour		3 Hours
								511.	1804/304	Auditing		3 Hours
								512.	1805/304	Foreign Exchange and Exchange Control		3 Hours
		513.	1807/304	Co-operative Law			3 Hours					
		514.	1808/304	Industrial and Labour Law			3 Hours					
		515.	2801/305, 2810/305	Public and Human Relations			3 Hours					
		516.	2802/304	International Marketing			3 Hours					
		517.	2803/304	Materials and Production Management			3 Hours					
		518.	2804/304	Auditing			3 Hours					
		519.	2805/304	Accountancy			3 Hours					
		520.	2808/305, 2811/305	Human Resource Management			3 Hours					
		521.	2807/304	Co-operative Banking			3 Hours					
		522.	3802/104, 3806/103, 3813/103, 3817/103	Information Communication Technology			3 Hours					
523.	3808/205	Employee Relations		3 Hours								
S & G	524.	1193	Office Organization				2½ Hours					
	525.	2132	Economics				2½ Hours					
	526.	3201	Personnel Management III				3 Hours					



DAY & DATE	TIME	EXAMINATION	SUBJECT CODE & NAME			DURATION			
		S & G/TVET	527.	3103, 2903/305, 2906/305, 2907/305, 2926/305	Managerial Accounting	3 Hours			
		TVET	528.	1913/103B	Computer Applications in Information - Paper 2 (Practical)	2 Hours			
			529.	1913/204	Mail and Courier Service	3 Hours			
			530.	1918/103/1, 1919/103/1	French I (Written)	3 Hours			
			531.	1918/106/1, 1919/106/1	German I (Written)	3 Hours			
			532.	1918/206, 1919/206	Fauna, Flora and Environmental Studies	3 Hours			
			533.	1920/202B	Computer Applications II - Paper 2 (Practical)	2 Hours			
			534.	1925/205	Ports and Terminals	3 Hours			
			535.	2909/205	Law of Business and Carriage	3 Hours			
			536.	2909/304	Management Accounting	3 Hours			
			537.	2920/202B	Computer Applications II - Paper 2 (Practical)	1 Hour			
			538.	2926/304	Employee Relations	3 Hours			
			DAY 10 FRIDAY 26 <sup>TH</sup> JULY 2019	8:00 AM	BTEP	539.	0801/204, 0802/204, 0803/204	Clerical Duties	2½ Hours
						540.	1813/305	Archival Operations	3 Hours
541.	2802/305	Marketing of Services & Agricultural Products				3 Hours			
542.	2803/305	Public Procurement				3 Hours			
543.	2804/305	Taxation				3 Hours			
544.	2805/305	Branch Banking: Law and Practice				3 Hours			
545.	2807/306	Nature of Co-operative Movement				3 Hours			
S & G/TVET	546.	1331, 1901/101, 1923/101, 2901/106,			Computerized Document Processing I	2 Hours			
S & G	547.	1361			Elements of HRM	2½ Hours			
	548.	2062			Business Kiswahili II	3 Hours			
	549.	3301			Supplies Management III	3 Hours			
	550.	3311			Transport Management III	3 Hours			
TVET	551.	1903/106, 1906/106			Financial Accounting	3 Hours			
	552.	1906/206			Sales and Marketing	3 Hours			
	553.	1909/106			Financial Accounting	3 Hours			
	554.	1913/106			Quantitative Methods	3 Hours			
	555.	1916/103			Commercial Shipping	3 Hours			
	556.	2901/205B			Information Communication Technology II - Paper 2 (Practical)	2 Hours			
	557.	2901/305			Statistics	3 Hours			
	558.	2902/102			Principles and Practice of Marketing	3 Hours			
	559.	2909/106			Motor Vehicle Care & Servicing	3 Hours			
	560.	2912/205			Public Relations	3 Hours			
	561.	2912/306			Tourism Product Development	3 Hours			
	562.	2913/106			Professional Ethics	3 Hours			
	563.	2913/206			Information in Society	3 Hours			
	564.	2913/306			Legal Aspects of Information	3 Hours			
	565.	2914/206			Resource Mobilization and Evaluation	3 Hours			
566.	2921/107	Accounting and Costing in Petroleum Business	3 Hours						
567.	2925/203	Containerization	3 Hours						

DAY & DATE	TIME	EXAMINATION	SUBJECT CODE & NAME		DURATION	
			568.	2928/106, 2929/106, 2930/106	Media Law and Ethics	3 Hours
			569.	2928/206, 2929/206, 2930/206	Editing for Media	3 Hours
	11:30 AM	BTEP	570.	2801/306, 2806/306, 2810/306	Commercial and Administrative Law	3 Hours
			571.	2805/306	Finance of International Trade: Payments & Services	3 Hours
			572.	2807/305	Co-operative Law	3 Hours
			573.	2809/305	Transport Economics	3 Hours
		S & G	574.	1252	Principles and Practice of Selling	2½ Hours
			575.	2092	Commercial Law I	2½ Hours
			576.	3211	Principles and Practice of Administration III	3 Hours
			577.	3222	Financial Accounting II	3 Hours
		S & G/TVET	578.	3177, 2902/306	Marketing Research	3 Hours
			579.	3306, 2903/306	Project and Contract Management	3 Hours
		TVET	580.	1901/204B	Information Communication Technology II - Paper 2 (Practical)	2 Hours
			581.	1903/202 1907/206	Supply Chain Management and Purchasing Principles	3 Hours
			582.	1909/203	Elements of Costing	3 Hours
			583.	1913/104	Information and Communication Technology	3 Hours
			584.	1913/205	Professional Ethics	3 Hours
			585.	1920/106	Operating Systems	3 Hours
			586.	1924/103	Financial Markets and Institutions	3 Hours
			587.	1924/203	Valuation and Analysis of Investment	3 Hours
			588.	1925/206	Shipping Business	3 Hours
			589.	2903/106, 2906/106, 2907/106, 2914/106, 2924/106, 2926/106	Business Law	3 Hours
			590.	2903/206, 2906/206, 2907/206, 2922/206	Cost Accounting	3 Hours
			591.	2909/206, 2926/206	Human and Public Relations	3 Hours
			592.	2909/305	Fleet Management	3 Hours
			593.	2912/107/1, 2918/107/1	French I (Written)	3 Hours
			594.	2912/109/1, 2918/109/1	German I (Written)	3 Hours
			595.	2914/306	Risk Management	3 Hours
			596.	2925/307	Marine Insurance	3 Hours

## 3.0 INSTRUCTIONS TO SUPERVISORS, INVIGILATORS, TEACHERS AND CANDIDATES

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

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

THE ACTING CHIEF EXECUTIVE OFFICER