



THE KENYA NATIONAL EXAMINATIONS COUNCIL

KNEC/GEN/TD/PSE/BUS/TT/30/2016

2016 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)
COMPUTER SYSTEMS & APPLICATION PACKAGES (CSAP)**

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 9 TH TO FRIDAY 11 TH NOVEMBER 2016	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 ST OCTOBER 2016 LATEST SUBMISSION DATE: 31 ST OCTOBER 2016	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 16 th NOVEMBER 2016	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
			CSAP	26.	1401/2	Introduction to Computers & Operating Systems Paper 2 (Practical)
		S & G	27.	1341B	Information Communication Technology I (Practical)	1 Hour
			28.	2032	Business Calculations II	2½ Hours
		S & G/TVET	29.	3331, 2901/301	Computerized Document Processing III	3 Hours
			30.	3174, 2902/203	Legal Aspects in Sales and Marketing	3 Hours
			31.	3072, 2906/301	Organization Theory and Behaviour	3 Hours
		TVET	32.	1908/101	Elements of Human Resource Management	3 Hours
			33.	1909/201	Clearing and Forwarding	3 Hours
			34.	1913/103B	Computer Applications in Information - Paper 2 (Practical)	2 Hours
			35.	1918/101, 1919/101	Fundamentals of Tourism	3 Hours
			36.	2902/101	Principles and Practice of Selling	3 Hours
			37.	1916/202, 1923/202, 1924/202, 1925/202	Financial Accounting	3 Hours
			38.	1922/201	Principles of Accounting	3 Hours
			39.	1925/101	Introduction to Shipping	3 Hours
			40.	2903/102, 2906/102, 2922/102	Financial Accounting	3 Hours
			41.	2901/109B	Information Communication Technology I - Paper 2 (Practical)	1 Hour
			42.	2906/201	Office Administration and Management	3 Hours
			43.	2908/301	Organization Theory and Behaviour	3 Hours
			44.	2909/101	Road Transport Management	3 Hours
			45.	2912/201	Tourism Economics	3 Hours
			46.	2912/301, 2918/301	Tourism Marketing	3 Hours
			47.	2920/102B	Computer Applications I - Paper 2 (Practical)	1 Hour
			48.	2920/202B	Computer Applications II - Paper 2 (Practical)	1 Hour
			49.	2921/101	Applied Science and Mathematics	3 Hours
			50.	2921/201	Petroleum Marketing and Regional Petroleum Supply Chain	3 Hours
			51.	2921/301	Liquefied Petroleum Gas	3 Hours
			52.	2924/301	Investment Policy and Regulatory Framework	3 Hours
			53.	2925/301	Shipping and Chartering Practice	3 Hours

DAY & DATE	TIME	EXAMINATION	SUBJECT CODE & NAME			DURATION			
	11:30 A.M.	BMC	54.	7023/202	The Purchasing Function	3 Hours			
			55.	7023/301	Supplies and Materials Management	3 Hours			
			56.	7033/101	Management and Organization Theory	3 Hours			
			57.	7043/211	Law Relating to Banking	3 Hours			
		BTEP	58.	2808/301	Accounting & Control	3 Hours			
			59.	2814/101	Commercial Practice & Bookkeeping	3 Hours			
			60.	2814/201	Marketing & Research in Small Business Enterprises	3 Hours			
			61.	2814/301	Sectoral Based Operations	3 Hours			
			62.	2815/201	Port Operations	3 Hours			
		S & G	63.	3151	Financial Management III	3 Hours			
			64.	3302	Supplies Management	3 Hours			
			65.	3308	Purchasing Management	3 Hours			
		S & G/TVET	66.	3175, 2902/301	International Marketing	3 Hours			
		TVET	67.	1902/102	Principles and Practice of Marketing	3 Hours			
			68.	1902/201	Consumer Behaviour	3 Hours			
			69.	1903/201, 1906/201	Office Organization	3 Hours			
			70.	1918/201	Tour Operations	3 Hours			
			71.	1919/201	Travel Operations	3 Hours			
			72.	2903/201	Purchasing Management	3 Hours			
			73.	2908/101	Foundations of Human Resource Management	3 Hours			
			74.	2912/101, 2918/101	Fundamentals of Tourism	3 Hours			
			75.	2922/201	Project Quality Management	3 Hours			
			76.	2922/305	Fundamentals of Strategic Management	3 Hours			
			77.	2924/101	Investment Environment	3 Hours			
			78.	2924/201	Asset Management	3Hours			
			79.	2925/101	Introduction to Shipping	3 Hours			
			DAY 2 THURSDAY 17 th NOVEMBER 2016	8:00 A.M.	BMC	80.	7022/101	Principles of Warehousing and Inventory Control	3 Hours
						81.	7033/102	Financial Management	3 Hours
		82.				7033/201	Production and Operation Management	3 Hours	
83.	7043/102	Principles and Practice of Communication				3 Hours			
BMC/S & G	84.	1162, 7011/102, 7021/102, 7031/102			Introduction to Law	2½ Hours			
BTEP	85.	2814/102			Entrepreneurial Opportunities & Business Environment	3 Hours			
	86.	2814/202			Managing Small Business Enterprises	3 Hours			
	87.	2814/302			Production Management & Quantitative Methods	3 Hours			
	88.	2815/202			Freight Clearing, Forwarding and Insurance	3 Hours			
	89.	2815/302			Shipping Economics & International Trade	3 Hours			
	90.	3808/201			Fundamentals of Human Resource Management	3 Hours			
	91.	3813/201			Management of User Services	3 Hours			
	92.	3817/201			Archives Management	3 Hours			
	CSAP	93.			1402/2	Word Processing - Paper 2 (Practical)	2 Hours		
S & G	94.	3152			Financial Management III	3 Hours			
	95.	3178			Marketing Planning and Control	3 Hours			
	96.	1052			Foundations of French(Written)	2½ Hours			
	97.	1062			Business Kiswahili I	2½ Hours			
	98.	3313			Clearing and Forwarding	3 Hours			

DAY & DATE	TIME	EXAMINATION	SUBJECT CODE & NAME			DURATION	
		S & G/BTEP	99.	3321, 2801/301	Typewriting (50 w. p.m.)	¾ Hours	
		S & G/TVET	100.	2332, 1901/201, 2901/201	Computerized Document Processing II	2½ Hours	
			101.	3307, 2903/301	Purchasing and Supply Strategy	3 Hours	
		TVET	102.	1901/104B	Information Communication Technology I - Paper 2 (Practical)		1 Hour
			103.	1902/202	Marketing Communication		3 Hours
			104.	1916/201	Fundamentals of Containerization & Transport Logistics		3 Hours
			105.	1922/103	Fundamentals of Project Management		3 Hours
			106.	1922/203	Project Financing		3 Hours
			107.	1924/101	Fundamentals of Investment		3 Hours
			108.	1925/106	Commercial Shipping Geography		3 Hours
			109.	2901/304B	Information Communication Technology III - Paper 2 (Practical)		1 Hour
			110.	2902/102	Principles and Practice of Marketing		3 Hours
			111.	2902/302	Marketing Planning		3 Hours
			112.	2906/306, 2924/306	Financial Management		3 Hours
			113.	2907/202	Co-operative Accounting		3 Hours
			114.	2909/102	Clearing & Forwarding		3 Hours
			115.	2909/301	Road Transport Policy and Planning		3 Hours
			116.	2912/304, 2918/304	Ecotourism		3 Hours
			117.	2921/102	Fundamentals of Energy Sources and Production		3 Hours
			118.	2921/202	Petroleum Transportation and Legal Regulatory Framework		3 Hours
			119.	2921/302	Aviation		3 Hours
		120.	2924/302	Portfolio Management		3 Hours	
		121.	2925/201	Cargo and Terminal Operations		3 Hours	
		122.	2925/302	Clearing and Forwarding		3 Hours	
	11:30 A.M.	BMC	123.	7023/102	Office Organization and Practice		3 Hours
			124.	7032/104	Economics and Business Environment		3 Hours
			125.	7043/212	Monetary Economics		3 Hours
		BTEP	126.	2815/102	Customs Procedures		3 Hours
		S & G	127.	3173	Sales Management		3 Hours
			128.	3273, 3373	Shorthand III (120 w.p.m.)		-
			129.	3274, 3374	Shorthand III (130 w.p.m.)		-
			130.	3275, 3375	Shorthand III (140 w.p.m.)		-
			131.	3276, 3376	Shorthand III (150 w.p.m.)		-
		TVET	132.	1908/201	Practice of Human Resource Management		3 Hours
			133.	1909/202	Basic Motor Vehicle Care and Servicing		3 Hours
			134.	1918/202, 1919/202	Touristic Geography		3 Hours
			135.	1923/203	Supplies Operations		3 Hours
			136.	2902/201	Sales Management		3 Hours
			137.	3309, 2903/202	Public Procurement and Finance		3 Hours
138.	2903/106, 2906/106, 2924/106		Business Law		3 Hours		
139.	2908/102		Office Administration and Management		3 Hours		

DAY & DATE	TIME	EXAMINATION	SUBJECT CODE & NAME			DURATION			
			140.	2912/102, 2918/102	Tour Guiding and Travel Operations	3 Hours			
			141.	2918/202	Recreation Guiding	3 Hours			
			142.	2918/302	Tourism Law	3 Hours			
			143.	2920/101	Introduction to Information Communication Technology and Ethics	3 Hours			
			144.	2920/201	Systems Analysis and Design	3 Hours			
			145.	2922/101	Fundamentals of Project Management	3 Hours			
			146.	2922/202	Project Procurement and Management	3 Hours			
			147.	2922/304	Legal Issues in Project Management	3 Hours			
			148.	2924/203	Risk Management	3 Hours			
			DAY 3 FRIDAY 18 TH NOVEMBER 2016	8:00 A.M.	BMC	149.	7022/102	Business Organization	3 Hours
						150.	7023/201	Stores Management and Stock Control	3 Hours
						151.	7023/302	Purchasing Practice and Techniques	3 Hours
						152.	7043/213	Accountancy	3 Hours
					BTEP	153.	0802/201	Salesmanship	2½ Hours
						154.	0803/201	Storekeeping	2½ Hours
						155.	2802/301	Marketing Management	3 Hours
						156.	2803/301	Purchasing Principles and Techniques	3 Hours
						157.	2804/301, 2806/301, 2809/301	Managerial Accounting	3 Hours
158.	2805/301	The Monetary & Financial Systems				3 Hours			
159.	2807/301	Co-operative Accounting				3 Hours			
160.	2808/302, 2809/302, 2811/302	Labour & Industrial Relations				3 Hours			
161.	2815/203	Management Practice				3 Hours			
162.	2815/303	Legal Aspects of Shipping				3 Hours			
163.	3813/202	Publishing and Book Trade				3 Hours			
164.	3817/202	Administrative History				3 Hours			
CSAP	165.	1403/2			Spreadsheets - Paper 2 (Practical)	2 Hours			
S & G	166.	3102			Advanced Cost Accounting	3 Hours			
	167.	3322, 3323, 3324, 3325, 3326, 3327, 3328, 3329, 3330			Typewriting III Open Speed (51 w.p.m. and above)	10 Minutes			
	168.	3303	Principles of Procurement and Distribution	3 Hours					
S & G/BTEP	169.	0801/201	Typewriting (30 w.p.m.)	2½ Hours					
	170.	1331, 1901/101, 1923/101, 2901/106,	Computerized Document Processing I	2 Hours					
TVET	171.	1902/101	Principles and Practice of Selling	3 Hours					
	172.	1903/101	Warehousing Operations and Stock Control	3 Hours					
	173.	1907/203	Co-operative Accounting	3 Hours					
	174.	1916/101	Sea Port Operations	3 Hours					
	175.	1916/206	Sales & Marketing	3 Hours					
	176.	1918/203, 1919/203	Touristic History	3 Hours					
	177.	1920/101	Introduction to Information Communication Technology	3 Hours					
	178.	1920/201	Computer Maintenance & Support	3 Hours					
	179.	1924/201	Investment Environment	3 Hours					

DAY & DATE	TIME	EXAMINATION	SUBJECT CODE & NAME			DURATION		
			180.	2901/303	Office Administration and Management	3 Hours		
			181.	2903/107	Warehousing Operations and Stock Control	3 Hours		
			182.	2906/202	Marketing Management	3 Hours		
			183.	2921/106	Petroleum Refineries and Processing	3 Hours		
			184.	2921/203	Petroleum Distribution Depots	3 Hours		
			185.	2921/303	Lubricants	3 Hours		
			186.	2922/105	Resource Mobilization	3 Hours		
			187.	2922/203	Project Monitoring and Evaluation	3 Hours		
			188.	2925/105	Ports and Terminals	3 Hours		
			11:30 A.M.	BMC	189.	7033/202	Business Policy and Strategic Planning	3 Hours
			BTEP	190.	2810/301	Legal Typewriting (50 w.p.m.)	3¼ Hours	
				191.	2812/301	Travel & Tour Administration	3 Hours	
				192.	2813/301	Information Resources	3 Hours	
				193.	2814/103	Entrepreneurial Behaviour & Start-up Procedures of Small Business Enterprises	3 Hours	
				194.	2814/203	Communication and Information Technology	3 Hours	
				195.	2814/303	Legal Aspects of Small Business Practice	3 Hours	
				196.	3814/205	Consultancy and Counselling	3 Hours	
				S & G/TVET	197.	2182, 1909/206	Office Administration and Management	3 Hours
	198.	2381, 1906/101, 1922/101			Fundamentals of Management and Environment	3 Hours		
	199.	3179, 2902/304			Financial Aspects of Marketing	3 Hours		
	S & G	200.	2371	Business Finance	3 Hours			
	TVET	201.	1903/203, 1906/203	Business Finance	3 Hours			
		202.	1909/101	Road Transport Management	3 Hours			
		203.	1913/102	Information Resources	3 Hours			
		204.	1918/102, 1919/102	Tour Guiding Techniques	3 Hours			
		205.	2901/205B	Information Communication Technology II - Paper 2 (Practical)	2 Hours			
		206.	2903/203	Supply Management	3 Hours			
		207.	2908/201	Theory and Practice of Human Resource Management	3 Hours			
208.		2909/201	Logistics and Physical Distribution	3 Hours				
209.		2912/106, 2918/106	Touristic History	3 Hours				
210.		2912/202	Fundamentals of Hotel Operations	3 Hours				
211.		2918/203	Natural History of Invertebrates of East Africa	3 Hours				
212.		2925/304	Economics of Sea Transport and International Trade	3 Hours				
DAY 4 MONDAY 21 ST NOVEMBER 2016	8:00 A.M.	BMC	213.	7022/103	Principles of Procurement	3 Hours		
			214.	7011/101, 7021/101, 7031/101	Principles and Practice of Communication	2½ Hours		
			215.	7032/105	Communication and Report Writing	3 Hours		
		BTEP	216.	0801/202, 0802/202, 0803/202	Business Organization	2½ Hours		
			217.	2814/204	Computer Applications (Practical)	2½ Hours		
			218.	2815/204	Principles of Accounting	3 Hours		
			219.	3801/202	Public Relations	3 Hours		
			220.	3806/101	Business Environment & Strategic Management	3 Hours		

DAY & DATE	TIME	EXAMINATION	SUBJECT CODE & NAME			DURATION	
			221.	3806/201	Human Resource Management & Organizational Development	3 Hours	
			222.	3814/201	Entrepreneurial Behaviour	3 Hours	
		CSAP	223.	1404/2	Desktop Publishing - Paper 2 (Practical)	2 Hours	
			224.	1042	Communication Skills I	2½ Hours	
			225.	2042	Communication Skills II	3 Hours	
			226.	3041	Business English III	3 Hours	
			227.	3171	Marketing III	3 Hours	
			228.	3172	Marketing Management	3 Hours	
			229.	3341A	Information Communication Technology III (Theory)	1 Hour	
			S & G/TVET	230.	3304, 2903/302, 2922/302	Operations Management	3 Hours
		TVET	231.	1901/105	Communication Skills I	3 Hours	
			232.	1901/203	Communication Skills II	3 Hours	
			233.	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	Communication	3 Hours	
			234.	1920/202B	Computer Applications II - Paper 2 (Practical)	2 Hours	
			235.	1922/202	Purchasing and Supplies Management	3 Hours	
			236.	1925/203	Health, Safety and Security in Transport Logistics	3 Hours	
			237.	2901/110	Communication I	3 Hours	
			238.	2901/204	Communication II	3 Hours	
			239.	2902/104, 2908/104, 2912/104, 2918/104, 2920/104, 2921/104	Communication	3 Hours	
			240.	2903/104, 2906/104, 2907/104, 2909/104, 2922/104, 2924/104, 2925/104	Communication Skills	3 Hours	
			241.	2902/202	Marketing Management	3 Hours	
			242.	2912/203	Tour Operations	3 Hours	
			243.	2920/203	Object Oriented Programming	3 Hours	
			244.	2924/204	Quantitative Techniques	3 Hours	
			245.	2924/304	Taxation Theory and Practice	3 Hours	
			246.	2925/305	Shipping Finance	3 Hours	
			11:30 A.M.	BMC	247.	7023/103, 7043/103	Economics
		248.			7023/203	Public Finance	3 Hours
		249.			7023/303	Purchasing and Supplies Management	3 Hours

DAY & DATE	TIME	EXAMINATION	SUBJECT CODE & NAME			DURATION			
			250.	7033/103	Personnel Management	3 Hours			
			251.	7043/221	Investment	3 Hours			
		S & G/BMC	252.	1222, 7011/103, 7021/103, 7031/103	Principles of Accounts	2½ Hours			
		BTEP	253.	2810/302	Legal Shorthand (100 w.p.m.)	-			
			254.	2812/302	Touristic Geography	3 Hours			
			255.	2813/302	Conservation & Restoration of Information Materials	3 Hours			
			256.	2815/103	Quantitative Methods	3 Hours			
			257.	2815/304	Marketing & Public Relations	3 Hours			
			258.	3808/202	Employee Resourcing	3 Hours			
			259.	3813/203, 3817/203	Strategic and Financial Management	3 Hours			
		S & G	260.	1223	Foundations of Accounting	3 Hours			
			261.	2222	Financial Accounting I	3 Hours			
			262.	2223	Financial Accounting	3 Hours			
			263.	3242	Public Finance	3 Hours			
			264.	3282	Quantitative Techniques	3 Hours			
		TVET	265.	1901/104A	Information Communication Technology I - Paper 1 (Theory)	2 Hours			
			266.	1902/104A, 1903/104A, 1906/104A, 1908/104A, 1909/104A, 1916/104A, 1918/104A, 1919/104A, 1922/104A, 1923/104A, 1924/104A, 1925/104A	Information Communication Technology (Theory)	1 Hour			
			267.	1906/202	Human and Public Relations	3 Hours			
			268.	1908/202	Elements of Labour Law and Industrial Relations	3 Hours			
			269.	1913/201	Records Management	3 Hours			
			270.	2903/204, 2906/204, 2922/204, 2925/204	Quantitative Techniques	3 Hours			
			271.	2906/304	Human Resource Management	3 Hours			
			272.	2908/302, 2909/302	Labour & Industrial Relations	3 Hours			
			273.	2909/202	Road Transport Economics	3 Hours			
			274.	2912/105, 2918/105	Fauna, Flora and Touristic Geography	3 Hours			
			275.	2918/204	Astronomy	3 Hours			
			DAY 5 TUESDAY 22 ND NOVEMBER 2016	8:00 A.M.	BMC	276.	7011/104, 7021/104, 7031/104	Commerce	2½ Hours
						277.	7022/104	Cost Accounting I	3 Hours
		278.				7023/104	Statistics and Business Information	3 Hours	
		279.				7043/222	Nature of Management	3 Hours	
BTEP	280.	2802/302			Marketing Planning and Control	3 Hours			
	281.	2803/302			Purchasing and Supplies: Logistics	3 Hours			
	282.	3806/102			Management Consultancy & Research Methodology	3 Hours			
	283.	3806/202			Operations Research	3 Hours			

DAY & DATE	TIME	EXAMINATION	SUBJECT CODE & NAME		DURATION			
			284.	3813/204, 3817/204	Consultancy and Legal Aspects of Information	3 Hours		
			285.	3814/202	Production Management	3 Hours		
		CSAP	286.	1401/1	Introduction to Computers & Operating Systems Paper 1 (Theory)	2 Hours		
		S & G	287.	1274	Shorthand I (70 w.p.m.)	-		
			288.	2082	Commerce II	2½ Hours		
			289.	2352	Labour and Industrial Law	2½ Hours		
			290.	3341B	Information Communication Technology III (Practical)	2 Hours		
		S & G/TVET	291.	3176, 2902/305	Strategic Planning in Sales and Marketing	3 Hours		
			292.	3352, 2906/302	Labour and Industrial Relations	3 Hours		
		TVET	293.	1902/104B, 1903/104B, 1906/104B, 1908/104B, 1909/104B, 1916/104B, 1918/104B, 1919/104B, 1922/104B, 1923/104B, 1924/104B, 1925/104B	Information Communication Technology (Practical)	2 Hours		
				294.	1902/203, 1908/203	Book-keeping and Accounts	3 Hours	
				295.	1903/204, 1906/204, 1909/204, 1922/204, 1923/204, 1924/204	Business Law	3 Hours	
					296.	1913/103A	Computer Applications in Information - Paper 1 (Theory)	1 Hour
					297.	1913/202	Archives Operations	3 Hours
				298.	1916/203	Commerce	3 Hours	
				299.	1920/102B	Computer Applications I - Paper 2 (Practical)	2 Hours	
				300.	1920/203	Structured Programming	3 Hours	
				301.	1925/103	Shipping Documentation	3 Hours	
				302.	1925/204	Law of Carriage	3 Hours	
			303.	2901/104, 2902/105, 2903/105, 2906/105, 2909/105, 2924/105	Economics	3 Hours		
				304.	2901/206	Commercial and Administrative Law	3 Hours	
			305.	2902/204, 2908/204, 2909/204, 2920/204	Quantitative Methods	3 Hours		
				306.	2906/203	Supply and Transport Management	3 Hours	
			307.	2908/304	Accounting and Control	3 Hours		
			308.	2918/205	Human Relations	3 Hours		
			309.	2920/103	Structured Programming	3 Hours		
			310.	2922/205B	Project Management Information Systems - Paper 2 (Practical)	1 Hour		

DAY & DATE	TIME	EXAMINATION	SUBJECT CODE & NAME			DURATION		
	11:30 A.M.	BMC	311.	7023/204	Business Finance	3 Hours		
			312.	7023/312, 7033/104	Marketing Management	3 Hours		
			313.	7033/204	Labour and Industrial Relations	3 Hours		
			314.	7043/104	Accounting	3 Hours		
		BTEP	315.	0801/203, 0802/203, 0803/203	Book-keeping	2½ Hours		
			316.	2341B	Information Communication Technology II(Practical)	2 Hours		
			317.	2801/303, 2806/303, 2808/303, 2810/303	Office Administration and Management	3 Hours		
			318.	2804/302, 2807/302	Financial Accounting	3 Hours		
			319.	2805/302	Lending	3 Hours		
			320.	2815/104	Information & Communication Technology	3 Hours		
			321.	3801/203	Strategic Office Administration and Management	3 Hours		
			322.	3808/203	Training and Development	3 Hours		
			323.	3813/101	Collection Management	3 Hours		
			324.	3817/101	Records Management	3 Hours		
			CSAP	325.	1402/1	Word Processing - Paper 1 (Theory)	1 Hour	
			S & G	326.	1341A	Information Communication Technology I (Theory)	2 Hours	
		327.		3022	Auditing III	3 Hours		
		328.		2274	Shorthand II (90 w.p.m.)	-		
		329.		3062	Business Kiswahili III	3 Hours		
		S & G/TVET	330.	3305, 2903/304	International Purchasing	3 Hours		
		TVET	331.	1901/204B	Information Communication Technology II - Paper 2 (Practical)	2 Hours		
			332.	1918/205, 1919/205	Customer Care	3 Hours		
			333.	2903/205, 2924/205, 2925/205	Principles and Practice of Marketing	3 Hours		
			334.	2912/204	Tourism Accounting	3 Hours		
			335.	2920/301	Data Communication and Networking	3 Hours		
			336.	2921/105	Global Petroleum, Gas and Oil Markets & Global Environmental and Emerging Issues	3 Hours		
			337.	2921/205	Depot Safety and Security	3 Hours		
			338.	2921/304	Petroleum Dispensing Site Design	3 Hours		
			339.	2922/106	Project Financing	3 Hours		
			DAY 6 WEDNESDAY 23 RD NOVEMBER 2016	8:00 A.M.	BMC	340.	7023/105, 7033/203	Industrial & Commercial Law
		341.				7023/205	Management Principles and Practice	3 Hours
		342.				7032/103	Financial and Cost Accounting	3 Hours
		343.				7033/105	Quantitative Methods	3 Hours
344.	7043/105	General Principles of Law				3 Hours		
BTEP	345.	2802/303			Marketing Information Systems & Marketing Research	3 Hours		
	346.	2804/303			Business Finance	3 Hours		
	347.	2805/303			Investment	3 Hours		
	348.	2807/303			Principles and Practice of Marketing	3 Hours		
	349.	2808/304			Labour and Industrial Law	3 Hours		
	350.	2809/303			Modes of Transport	3 Hours		

DAY & DATE	TIME	EXAMINATION	SUBJECT CODE & NAME			DURATION	
		CSAP	351.	1403/1	Spreadsheets - Paper 1 (Theory)	1 Hour	
			352.	1082	Commerce I	2½ Hours	
			353.	3092	Commercial Law II	3 Hours	
			354.	3093	Commercial and Administrative Law	3 Hours	
			355.	3272, 3372	Shorthand III (110 w.p.m.)	-	
		S & G/TVET /BTEP	356.	2273, 1801/304, 1901/202, 2901/202	Shorthand II (80 w.p.m.)	-	
		S & G/TVET	357.	3182, 2903/303, 2906/303, 2908/303, 2909/303, 2912/303, 2918/303, 2920/303, 2922/303, 2924/303, 2925/303	Principles and Practice of Management	3 Hours	
		TVET	358.	1902/204	Introduction to Law	3 Hours	
			359.	1908/102	Office Administration and Management	3 Hours	
			360.	1920/103	Basic Electronics	3 Hours	
			361.	1924/102, 1925/102	Business Calculations	3 Hours	
			362.	2902/103B, 2903/103B, 2906/103B, 2908/103B, 2909/103B, 2912/103B, 2918/103B, 2921/103B, 2922/103B, 2924/103B, 2925/103B	Information Communication Technology (Practical)	1 Hour	
			363.	2902/303	Principles and Practice of Management	3 Hours	
			364.	2901/304A	Information Communication Technology III - Paper 1 (Theory)	2 Hours	
			365.	2906/205	Commercial and Administrative Law	3 Hours	
			366.	2908/202	Labour and Industrial Law	3 Hours	
			367.	2918/201	Cultural Tourism	3 Hours	
			368.	2920/105	Operating Systems	3 Hours	
			369.	2920/205	Visual Programming	3 Hours	
			370.	2922/205A	Project Management Information Systems - Paper 1 (Theory)	2 Hours	
			371.	2925/202	Environmental Aspects of Shipping	3 Hours	
		11:30 A.M.	BMC	372.	7011/105, 7031/105	Economics	2½ Hours
				373.	7021/105	Elements of Procurement and Distribution of Stores	2½ Hours
				374.	7022/105	Organization and Functions of Government	3 Hours
				375.	7043/223	Finance of International Trade	3 Hours
			BTEP	376.	2801/304, 2810/304	Business English	3 Hours
				377.	2803/303	Purchasing and Supplies: Provisioning	3 Hours
				378.	2812/303	Touristic History	3 Hours
				379.	2813/303	Organization & Retrieval of Information	3 Hours

DAY & DATE	TIME	EXAMINATION	SUBJECT CODE & NAME			DURATION					
			380.	3806/203	Strategic Marketing Management	3 Hours					
			381.	3808/204	Reward Management	3 Hours					
			382.	3813/102, 3817/102	Reprography and Conservation of Information	3 Hours					
			383.	3814/203	Marketing	3 Hours					
		CSAP	384.	1404/1	Desktop Publishing - Paper 1 (Theory)		1 Hour				
			385.	2282	Statistics		3 Hours				
		S & G/TVET	386.	1273, 1901/102, 2901/102	Shorthand I (60 w.p.m.)		-				
		TVET			387.	1901/205, 1902/205, 1903/205, 1906/205, 1909/205, 1923/205, 1924/205	Economics	3 Hours			
					388.	1903/102, 1906/102, 1922/102	Business Calculations & Statistics	3 Hours			
					389.	1909/102, 1916/102	Business Calculations & Statistics	3 Hours			
					390.	1913/203	Preservation and Conservation of Information	3 Hours			
					391.	1922/205	Resource Mobilization	3 Hours			
					392.	1923/102	Business Calculations & Statistics	3 Hours			
					393.	2909/203, 2924/102, 2925/102	Financial Accounting	3 Hours			
					394.	2912/207	Travel Agency	3 Hours			
					395.	2921/206	Customer Service and Operating Procedures	3 Hours			
					396.	2924/107	Valuation and Analysis of Investment	3 Hours			
					397.	2925/107	Shipping Documentation	3 Hours			
					DAY 7 THURSDAY 24 TH NOVEMBER 2016	8:00 A.M.	BMC	398.	7021/106	Business Calculations	2½ Hours
								399.	7031/106	Business Organization	2½ Hours
400.	7032/106							Elements of Management	3 Hours		
401.	7043/231	Practice of Banking I	3 Hours								
BTEP			402.	0801/205, 0802/205, 0803/205			Support Subjects	2½ Hours			
			403.	2806/304			Theory & Practice of Management	3 Hours			
			404.	2809/304			Transport Policy & Planning	3 Hours			
			405.	2812/306			Principles and Practice of Management	3 Hours			
			406.	2813/304			Management of Libraries, Archives & Other Information Centres	3 Hours			
			407.	3801/204			Business & Its Environment	3 Hours			
			408.	3806/104			Legal Aspects of Business Management	3 Hours			
			409.	3806/204			Management Accounting	3 Hours			
S & G			410.	3814/204			Human Resource Management	3 Hours			
			411.	1032			Business Calculations I	2 Hours			
			412.	1163	Introduction to Law	2½ Hours					
			413.	1292	Storekeeping I	2½ Hours					
			414.	2341A	Information Communication Technology II(Theory)	1 Hour					

DAY & DATE	TIME	EXAMINATION	SUBJECT CODE & NAME			DURATION	
		TVET	415.	1901/103, 1903/103, 1906/103, 1908/103, 1909/103, 1923/103	Commerce	3 Hours	
			416.	1916/204, 1923/201, 1925/201	Fundamentals of Management & Environment	3 Hours	
			417.	1920/104	Mathematics	3 Hours	
			418.	2901/109A	Information Communication Technology I - Paper 1 (Theory)	2 Hours	
			419.	2901/203	Accounting	3 Hours	
			420.	2908/305	Economics	3 Hours	
			421.	2912/302	Tourism Policy and Planning	3 Hours	
			422.	2920/302	Management Information Systems	3 Hours	
			423.	2921/204	Petroleum Environment, Health and Safety Management Systems	3 Hours	
			424.	2921/305	Petroleum Site Best Practices and Brand Management	3 Hours	
			425.	2922/301	Risk Management in Projects	3 Hours	
			426.	2925/306	Multi-Modal Transport Logistics	3 Hours	
	11:30 A.M.		BMC	427.	7043/106	Foreign Exchange and Exchange Control	3 Hours
		BTEP	428.	2802/304	International Marketing	3 Hours	
			429.	2803/304	Materials and Production Management	3 Hours	
			430.	2804/304	Auditing	3 Hours	
			431.	2805/304	Accountancy	3 Hours	
			432.	2808/305, 2811/305	Human Resource Management	3 Hours	
			433.	2807/304	Co-operative Banking	3 Hours	
			434.	3802/104, 3806/103, 3813/103, 3817/103	Information Communication Technology	3 Hours	
			435.	3808/205	Employee Relations	3 Hours	
		S & G	436.	1193	Office Organization	2½ Hours	
			437.	2132	Economics	2½ Hours	
			438.	3201	Personnel Management III	3 Hours	
			S & G/TVET	439.	3103, 2903/305, 2906/305, 2909/304	Management Accounting	3 Hours
			S & G/TVET /BTEP	440.	3271, 3371, 2801/302, 2901/302	Shorthand III (100 w.p.m.)	-
			TVET	441.	1913/101	Library and Information Centre Operations	3 Hours
				442.	1913/204	Mail and Courier Service	3 Hours
				443.	1918/206, 1919/206	Fauna, Flora and Environmental Studies	3 Hours
				444.	1925/205	Ports and Terminals	3 Hours

DAY & DATE	TIME	EXAMINATION	SUBJECT CODE & NAME		DURATION			
DAY 8 FRIDAY 25 TH NOVEMBER 2016	8:00 A.M.		445.	2902/103A, 2903/103A, 2906/103A, 2908/103A, 2909/103A, 2912/103A, 2918/103A, 2921/103A, 2922/103A, 2924/103A, 2925/103A	Information Communication Technology (Theory)	2 Hours		
			446.	2909/205	Law of Business and Carriage	3 Hours		
			447.	2920/102A	Computer Applications I - Paper 1 (Theory)	2 Hours		
			448.	2920/202A	Computer Applications II - Paper 1 (Theory)	2 Hours		
		BMC	449.	7023/311	Public Procurement and Materials Management		3 Hours	
			450.	7023/313	Materials and Production Planning and Control		3 Hours	
			451.	7033/111	Office Management		3 Hours	
			452.	7033/112	Management Information Systems and Data Processing		3 Hours	
			453.	7033/113	Applied Economics		3 Hours	
			454.	7033/115	Administrative Law		3 Hours	
			455.	7033/211	Transport Management		3 Hours	
			456.	7033/212	Work Study		3 Hours	
			457.	7033/213	Supplies Management		3 Hours	
			458.	7033/214	Insurance Law and Practice		3 Hours	
			459.	7033/215	Co-operative Management		3 Hours	
			BTEP	460.	0801/204, 0802/204, 0803/204	Clerical Duties		2½ Hours
				461.	2801/305, 2810/305	Public and Human Relations		3 Hours
				462.	2802/305	Marketing of Services & Agricultural Products		3 Hours
				463.	2803/305	Public Procurement		3 Hours
464.	2804/305	Taxation		3 Hours				
465.	2805/305	Branch Banking: Law and Practice		3 Hours				
466.	2806/302, 2808/306	Organization Theory & Behaviour		3 Hours				
467.	2807/306	Nature of Co-operative Movement		3 Hours				
468.	2809/306	Logistics & Physical Distribution		3 Hours				
469.	2812/304/1	German Paper 1 (Written)		3 Hours				
470.	2812/308/1	French Paper 1 (Written)		3 Hours				
471.	2813/306	Archival Studies		3 Hours				
472.	3801/206	Human Resource Management		3 Hours				
S & G/TVET	473.	2262, 1901/106		Secretarial Duties		3 Hours		
S & G	474.	1361	Elements of HRM		2½ Hours			
	475.	1192	Office Procedures I		2 Hours			
	476.	2062	Business Kiswahili II		3 Hours			
	477.	2102	Cost Accounting		3 Hours			
	478.	2292	Storekeeping II		2½ Hours			
TVET	479.	3351	Public Relations		3 Hours			
	480.	1901/204A	Information Communication Technology II - Paper 1 (Theory)		1 Hour			
	481.	1903/106, 1906/106	Financial Accounting		3 Hours			
	482.	1906/206	Sales and Marketing		3 Hours			

DAY & DATE	TIME	EXAMINATION	SUBJECT CODE & NAME			DURATION	
			483.	1909/106	Financial Accounting	3 Hours	
			484.	1913/106	Quantitative Methods	3 Hours	
			485.	1916/103	Commercial Shipping	3 Hours	
			486.	1920/102A	Computer Applications I - Paper 1 (Theory)	1 Hour	
			487.	1920/202A	Computer Applications II-Paper 1 (Theory)	1 Hour	
			488.	1923/106	Clerical Duties I	3 Hours	
			489.	1923/206	Clerical Duties II	3 Hours	
			490.	2901/107	Secretarial Duties	3 Hours	
			491.	2901/205A	Information Communication Technology II - Paper 1 (Theory)	1 Hour	
			492.	2901/305	Statistics	3 Hours	
			493.	2902/205	Public Relations	3 Hours	
			494.	2908/205	Public Relations	3 Hours	
			495.	2912/205	Public Relations	3 Hours	
			496.	2909/106	Motor Vehicle Care & Servicing	3 Hours	
			497.	2912/306	Tourism Product Development	3 Hours	
			498.	2920/106	Computational Mathematics	3 Hours	
			499.	2920/304	Internet Based Programming	3 Hours	
			500.	2921/107	Accounting and Costing in Petroleum Business	3 Hours	
			501.	2921/207	Inventory Management	3 Hours	
			502.	2921/306	Petroleum Projects Management	3 Hours	
			503.	2924/305	Financial Reporting and Analysis	3 Hours	
			504.	2925/203	Containerization	3 Hours	
	11:30 A.M.	BMC	505.	7022/106, 7032/102	Commercial Law	3 Hours	
			506.	7033/114, 7043/101	Elements of Banking	3 Hours	
				507.	7043/232	Practice of Banking II	3 Hours
			BTEP	508.	2801/306, 2806/306, 2810/306	Commercial and Administrative Law	3 Hours
				509.	2802/306	Commercial Law	3 Hours
				510.	2803/306	Purchasing and Supplies: Planning Policy and Organization	3 Hours
				511.	2804/306	Company Law	3 Hours
				512.	2805/306	Finance of International Trade: Payments & Services	3 Hours
				513.	2807/305	Co-operative Law	3 Hours
				514.	2809/305	Transport Economics	3 Hours
				515.	2812/305	Tourism Management	3 Hours
				516.	2813/305	Dissemination of Information	3 Hours
				517.	3801/205	Company Secretarial Practice	3 Hours
				518.	3808/206	Personnel Administration	3 Hours
				519.	3813/104A, 3817/104A	Automation in Information Systems Paper 1 (Theory)	1 Hour
				520.	3814/206	Project Implementation and Evaluation	3 Hours
				521.	1252	Principles and Practice of Selling	2½ Hours
				522.	2092	Commercial Law I	2½ Hours
				523.	2093	Commercial Law	2½ Hours
				524.	2192	Office Procedures II	2½ Hours
			525.	2252	Principles and Practice of Marketing	3 Hours	
			526.	3181	Office Management III	3 Hours	
			527.	3312	Supply and Transport Management III	3 Hours	

DAY & DATE	TIME	EXAMINATION	SUBJECT CODE & NAME		DURATION		
		S & G/TVET	528.	3177, 2902/306	Marketing Research	3 Hours	
			529.	3306, 2903/306	Project and Contract Management	3 Hours	
		TVET	530.	1903/202 1907/206	Supply Chain Management and Purchasing Principles		3 Hours
			531.	1909/203	Elements of Costing		3 Hours
			532.	1913/104	Information and Communication Technology		3 Hours
			533.	1913/205	Professional Ethics		3 Hours
			534.	1918/103/1, 1919/103/1	French I (Written)		3 Hours
			535.	1918/106/1, 1919/106/1	German I (Written)		3 Hours
			536.	1918/204/1, 1919/204/1	French II (Written)		3 Hours
			537.	1918/208/1, 1919/208/1	German II (Written)		3 Hours
			538.	1920/106	Operating Systems		3 Hours
			539.	1924/103	Financial Markets and Institutions		3 Hours
			540.	1924/203	Valuation and Analysis of Investment		3 Hours
			541.	1925/206	Shipping Business		3 Hours
			542.	2903/101	Supply Chain Management and Purchasing Principles		3 Hours
			543.	2903/206, 2906/206, 2922/206	Cost Accounting		3 Hours
			544.	2909/305	Fleet Management		3 Hours
			545.	2912/107/1, 2918/107/1	French I (Written)		3 Hours
			546.	2912/109/1, 2918/109/1	German I (Written)		3 Hours
			547.	2912/206/1, 2918/206/1	French II (Written)		3 Hours
			548.	2912/208/1, 2918/208/1	German II (Written)		3 Hours
			549.	2912/305/1, 2918/305/1	French III (Written)		3 Hours
			550.	2912/307/1, 2918/307/1	German III (Written)		3 Hours
			551.	2920/206	Database Management Systems		3 Hours
			552.	2909/206	Human and Public Relations		3 Hours
			553.	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:-**
- a) gains access to examination material and knowingly reveals the contents, whether orally or in writing, to an unauthorized party, whether a candidate or not will violate **section 27** and the penalty will be imprisonment for a term not exceeding **ten years**, or a fine not exceeding **two million shillings** or both;
- b) wilfully and maliciously damages examination material will violate **section 30** and the penalty will be imprisonment for a term not exceeding **two years** or a fine not exceeding **five million shillings** or both;
- c) is not registered to take a particular Council’s examination but, with intent to **impersonate**, presents or attempts to present himself to take the part of an enrolled candidate, shall be guilty of an offence and liable to imprisonment for a term not exceeding **one year** or a fine not exceeding **two million shillings** or both and shall be prohibited from taking an examination conducted by or on behalf of the Council for a period of **three years**.
- 3.4.2 Candidates are therefore strongly advised not to engage in any examination malpractice that may lead to any of the above actions taken against them.

THE CHIEF EXECUTIVE OFFICER