



# THE KENYA NATIONAL EXAMINATIONS COUNCIL

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

## 2016 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)  
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 the back page.
  - 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 13 <sup>TH</sup> TO FRIDAY 15 <sup>TH</sup> JULY 2016	S & G	1.	1056 Foundations of French (Oral)	45 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)	45 min
		4.	1918/204/2, 1919/204/2 French II (Oral)	45 min
		5.	1918/208/2, 1919/208/2 German II (Oral)	45 min
		6.	2912/107/2, 2918/107/2 French I (Oral)	45 min
		7.	2912/109/2, 2918/109/2 German I (Oral)	45 min
		8.	2912/206/2, 2918/206/2 French II (Oral)	45 min
		9.	2912/208/2, 2918/208/2 German II (Oral)	45 min
		10.	2912/305/2, 2918/305/2 French III (Oral)	45 min
		11.	2912/307/2, 2918/307/2 German III (Oral)	45 min
EARLIEST SUBMISSION DATE: 7 <sup>TH</sup> JUNE 2016  LATEST SUBMISSION DATE: 21 <sup>ST</sup> JUNE 2016	BMC	12.	7023/377, 7033/277 Research Study-Project	Upload of Projects & Course Work Assessment Marks
	BTEP/TVET	13.	207, 306 & 307 BTEP Craft, Diploma & Higher Diploma	
		14.	107 & 207 TVET Craft	
		15.	108 & 308 TVET Diploma	

2.2 WRITTEN & PRACTICAL PAPERS

DAY & DATE	TIME	EXAMINATION	SUBJECT CODE & NAME			DURATION	
DAY 1 WEDNESDAY 20 <sup>TH</sup> JULY 2016	8:00 A.M.	BMC	16.	7012/101, 7032/101	Statistics I	3 Hours	
			17.	7023/101	Cost Accounting II	3 Hours	
		BTEP	18.	1802/301	Principles and Practice of Marketing		3 Hours
			19.	1803/301, 1804/301, 1805/301, 1806/301, 1807/301/2, 1809/301	Financial Accounting		3 Hours
			20.	2815/101	Cargo Storage and Warehousing		3 Hours
			21.	2815/301	Shipping Principles & Practice		3 Hours
			22.	3813/104B, 3817/104B	Automation in Information Systems Paper 2 (Practical)		2 Hours
			23.	1401/2	Introduction to Computers & Operating Systems Paper 2 (Practical)		1 Hour
			S & G	24.	1341B	Information Communication Technology I (Practical)	
		25.		2031	Business Calculations II		2½ Hours
		26.		2032	Business Calculations II		2½ Hours
		27.		3031	Business Calculations III		3 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	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.	2902/101	Principles and Practice of Selling		3 Hours
			36.	1916/202, 1923/202	Financial Accounting		3 Hours
			37.	1924/101	Fundamentals of Investment		3 Hours
			38.	1924/201	Investment Environment		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.	2907/101	Nature of Cooperative Movement		3 Hours
			44.	2907/201	Cooperative Law		3 Hours
			45.	2907/301	Public Relations		3 Hours
			46.	2908/301	Organizational Behaviour		3 Hours
47.	2909/101		Road Transport Management		3 Hours		
48.	2912/201		Tourism Economics		3 Hours		
49.	2912/301, 2918/301		Tourism Marketing		3 Hours		
50.	2920/102B		Computer Applications I - Paper 2 (Practical)		1 Hour		
51.	2920/202B		Computer Applications II - Paper 2 (Practical)		1 Hour		

DAY & DATE	TIME	EXAMINATION	SUBJECT CODE & NAME			DURATION	
			52.	2921/101	Applied Science and Mathematics	3 Hours	
			53.	2921/201	Petroleum Marketing and Regional Petroleum Supply Chain	3 Hours	
			54.	2921/301	Liquefied Petroleum Gas	3 Hours	
			55.	2924/101	Investment Environment	3 Hours	
			56.	2924/201	Asset Management	3 Hours	
			57.	2924/301	Investment Policy and Regulatory Framework	3 Hours	
			58.	2925/101	Introduction to Shipping	3 Hours	
			59.	2925/201	Cargo and Terminal Operations	3 Hours	
			60.	2925/301	Shipping and Chartering Practice	3 Hours	
			11:30 A.M.	BMC		61.	7023/201
	62.	7023/301				Supplies and Materials Management	3 Hours
	63.	7033/101				Management and Organization Theory	3 Hours
	64.	7043/211				Law Relating to Banking	3 Hours
	BTEP			65.	1813/301	Information Technology	3 Hours
				66.	2808/301	Accounting & Control	3 Hours
				67.	2814/101	Commercial Practice & Bookkeeping	3 Hours
				68.	2814/201	Marketing & Research in Small Business Enterprises	3 Hours
				69.	2814/301	Sectoral Based Operations	3 Hours
				70.	2815/201	Port Operations	3 Hours
	S & G			71.	3301	Supplies Management III	3 Hours
				72.	3302	Supplies Management	3 Hours
				73.	3308	Purchasing Management	3 Hours
	S & G/TVET			74.	3175, 2902/301	International Marketing	3 Hours
	TVET			75.	1902/102	Principles and Practice of Marketing	3 Hours
				76.	1902/201	Consumer Behaviour	3 Hours
				77.	1903/201, 1906/201	Office Organization	3 Hours
				78.	1918/201	Tour Operations	3 Hours
				79.	1919/201	Travel Operations	3 Hours
				80.	2903/201	Purchasing Management	3 Hours
			81.	2908/101	Foundations of Human Resource Management	3 Hours	
82.			2912/101, 2918/101	Fundamentals of Tourism	3 Hours		
83.			2922/201	Project Quality Management	3 Hours		
84.			2922/305	Fundamentals of Strategic Management	3 Hours		
DAY 2 THURSDAY 21 <sup>ST</sup> JULY 2016	8:00 A.M.	BMC	85.	7022/101	Principles of Warehousing and Inventory Control	3 Hours	
			86.	7033/102	Financial Management	3 Hours	
			87.	7033/201	Production and Operation Management	3 Hours	
			88.	7043/102	Principles and Practice of Communication	3 Hours	
BMC/S & G		89.	1162, 7011/102, 7021/102, 7031/102	Introduction to Law	2½ Hours		
BTEP		90.	1803/303, 1804/303, 1806/303	Cost Accounting	3 Hours		
		91.	1807/301/1	Co-operative Accounting	3 Hours		
		92.	2814/102	Entrepreneurial Opportunities & Business Environment	3 Hours		
		93.	2814/202	Managing Small Business Enterprises	3 Hours		

DAY & DATE	TIME	EXAMINATION	SUBJECT CODE & NAME			DURATION		
			94.	2814/302	Production Management & Quantitative Methods	3 Hours		
			95.	2815/202	Freight Clearing, Forwarding and Insurance	3 Hours		
			96.	2815/302	Shipping Economics & International Trade	3 Hours		
			97.	3808/201	Fundamentals of Human Resource Management	3 Hours		
			98.	3813/201	Management of User Services	3 Hours		
			99.	3817/201	Archives Management	3 Hours		
		CSAP	100.	1402/2	Word Processing - Paper 2 (Practical)			2 Hours
		S & G	101.	3152	Financial Management III			3 Hours
			102.	3178	Marketing Planning and Control			3 Hours
			103.	1052	Foundations of French(Written)			2½ Hours
			104.	1061	Business Kiswahili I			2½ Hours
			105.	1062	Business Kiswahili I			2½ Hours
			106.	3281	Statistics III			3 Hours
			107.	3313	Clearing and Forwarding			3 Hours
		S & G/BTEP	108.	3321, 2801/301	Typewriting (50 w. p.m.)			¾ Hours
		S & G/TVET	109.	2332, 1901/201, 2901/201	Computerized Document Processing II			2½ Hours
			110.	3307 2903/301	Purchasing and Supply Strategy			3 Hours
		TVET	111.	1901/104B	Information Communication Technology I - Paper 2 (Practical)			1 Hour
			112.	1902/202	Marketing Communication			3 Hours
			113.	1907/101	Nature of Cooperative Movement			3 Hours
			114.	1907/201	Cooperative Law			3 Hours
			115.	1916/201	Fundamentals of Containerization & Transport Logistics			3 Hours
			116.	1922/103	Fundamentals of Project Management			3 Hours
			117.	1922/203	Project Financing			3 Hours
			118.	1924/102, 1925/102	Business Calculations			3 Hours
			119.	2901/304B	Information Communication Technology III - Paper 2 (Practical)			1 Hour
			120.	2902/102	Principles and Practice of Marketing			3 Hours
			121.	2902/302	Marketing Planning			3 Hours
			122.	2906/306	Financial Management			3 Hours
			123.	2907/102	Financial Accounting			3 Hours
			124.	2907/202	Cooperative Accounting			3 Hours
			125.	2909/102	Clearing & Forwarding			3 Hours
			126.	2909/301	Road Transport Policy and Planning			3 Hours
			127.	2912/304, 2918/304	Ecotourism			3 Hours
			128.	2921/102	Fundamentals of Energy Sources and Production			3 Hours
			129.	2921/202	Petroleum Transportation and Legal Regulatory Framework			3 Hours
			130.	2921/302	Aviation			3 Hours
131.	2924/107		Valuation and Analysis of Investment			3 Hours		
132.	2925/107		Shipping Documentation			3 Hours		
133.	2925/307		Marine Insurance			3 Hours		
11:30 A.M.	BMC	134.	7023/102	Office Organization and Practice		3 Hours		
		135.	7032/104	Economics and Business Environment		3 Hours		
		136.	7043/212	Monetary Economics		3 Hours		
	BTEP	137.	2815/102	Customs Procedures		3 Hours		

DAY & DATE	TIME	EXAMINATION	SUBJECT CODE & NAME			DURATION			
		S & G	138.	3151	Financial Management III	3 Hours			
			139.	3173	Sales Management	3 Hours			
			140.	3273, 3373	Shorthand III (120 w.p.m.)	-			
			141.	3274, 3374	Shorthand III (130 w.p.m.)	-			
			142.	3275, 3375	Shorthand III (140 w.p.m.)	-			
			143.	3276, 3376	Shorthand III (150 w.p.m.)	-			
			144.	3341/B	Information Communication Technology III(Practical)	2 Hours			
			TVET	145.	1903/202, 1907/206	Supply Chain Management and Purchasing Principles		3 Hours	
		146.		1908/201	Practice of Human Resource Management		3 Hours		
		147.		1909/202	Basic Motor Vehicle Care and Servicing		3 Hours		
		148.		1918/202, 1919/202	Touristic Geography		3 Hours		
		149.		1923/203	Supplies Operations		3 Hours		
		150.		2902/201	Sales Management		3 Hours		
		151.		3309 2903/202	Public Procurement and Finance		3 Hours		
		152.		2903/106, 2906/106, 2907/106, 2924/106	Business Law		3 Hours		
		153.		2907/206	Cost Accounting		3 Hours		
		154.		2908/102	Office Administration and Management		3 Hours		
		155.		2912/102, 2918/102	Tour Guiding and Travel Operations		3 Hours		
		156.		2918/202	Recreation Guiding		3 Hours		
		157.		2918/302	Tourism Law		3 Hours		
		158.		2920/101	Introduction to Information Communication Technology and Ethics		3 Hours		
		159.		2920/201	Systems Analysis and Design		3 Hours		
		160.		2922/101	Fundamentals of Project Management		3 Hours		
		161.		2922/202	Project Procurement and Management		3 Hours		
		162.		2922/304	Legal Issues in Project Management		3 Hours		
		DAY 3 FRIDAY 22 <sup>ND</sup> JULY 2016		8:00 A.M.	BMC	163.	7022/102	Business Organization	3 Hours
						164.	7023/202	The Purchasing Function	3 Hours
			165.			7023/302	Purchasing Practice and Techniques	3 Hours	
			166.			7043/213	Accountancy	3 Hours	
			BTEP		167.	1802/302	Marketing Communication		3 Hours
					168.	1803/302	Principles of Procurement and Distribution		3 Hours
					169.	1807/302	Merchandise and Transport Management		3 Hours
170.	1813/302				Information Resources		3 Hours		
171.	2808/302, 2809/302, 2811/302				Labour & Industrial Relations		3 Hours		
172.	2815/303				Legal Aspects of Shipping		3 Hours		
173.	3813/202				Publishing and Book Trade		3 Hours		
174.	3817/202				Administrative History		3 Hours		
CSAP	175.		1403/2		Spreadsheets - Paper 2 (Practical)		2 Hours		
S & G	176.		3102		Advanced Cost Accounting		3 Hours		
	177.		3322, 3323, 3324, 3325, 3326, 3327, 3328, 3329, 3330		Typewriting III Open Speed (51 w.p.m. and above)		10 Minutes		

DAY & DATE	TIME	EXAMINATION	SUBJECT CODE & NAME		DURATION		
		S & G/BTEP	178.	3303	Principles of Procurement and Distribution	3 Hours	
			179.	1321	Typewriting (30 w.p.m.)	2½ Hours	
			180.	1331, 1901/101, 2901/106, 1923/101	Computerized Document Processing I	2 Hours	
		TVET	181.	1902/101	Principles and Practice of Selling	3 Hours	
			182.	1907/102	Cooperative Banking	3 Hours	
			183.	1907/202	Financial Accounting	3 Hours	
			184.	1916/101	Sea Port Operations	3 Hours	
			185.	1916/206	Sales & Marketing	3 Hours	
			186.	1918/203, 1919/203	Touristic History	3 Hours	
			187.	1920/101	Introduction to Information Communication Technology	3 Hours	
			188.	1920/201	Computer Maintenance & Support	3 Hours	
			189.	1924/103	Financial Markets and Institutions	3 Hours	
			190.	1924/203	Valuation and Analysis of Investment	3 Hours	
			191.	1925/103	Shipping Documentation	3 Hours	
			192.	1925/203	Health, Safety and Security in Transport Logistics	3 Hours	
			193.	2901/303	Office Administration and Management	3 Hours	
			194.	2903/107	Warehousing Operations and Stock Control	3 Hours	
			195.	2906/202	Marketing Management	3 Hours	
			196.	2907/106	Business Law	3 Hours	
			197.	2921/106	Petroleum Refineries and Processing	3 Hours	
			198.	2921/203	Petroleum Distribution Depots	3 Hours	
			199.	2921/303	Lubricants	3 Hours	
			200.	2922/105	Resource Mobilization	3 Hours	
			201.	2922/203	Project Monitoring and Evaluation	3 Hours	
			202.	2925/105	Ports and Terminals	3 Hours	
			203.	2925/305	Shipping Finance	3 Hours	
		11:30 A.M.	BMC	204.	7033/202	Business Policy and Strategic Planning	3 Hours
			BTEP	205.	1804/302, 1805/302, 1806/302	Business Finance	3 Hours
				206.	2814/103	Entrepreneurial Behaviour & Start-up Procedures of Small Business Enterprises	3 Hours
				207.	2814/303	Legal Aspects of Small Business Practice	3 Hours
			S & G/TVET	208.	2182, 1909/206	Office Administration and Management	3 Hours
				209.	2381, 1906/101, 1922/101	Fundamentals of Management and Environment	3 Hours
				210.	3179, 2902/304	Financial Aspects of Marketing	3 Hours
S & G	211.		2371	Business Finance	3 Hours		
TVET	212.		1903/101	Warehousing Operations and Stock Control	3 Hours		
	213.		1903/203, 1906/203	Business Finance	3 Hours		
	214.		1909/101	Road Transport Management	3 Hours		
	215.		1913/102	Information Resources	3 Hours		
	216.		1918/102, 1919/102	Tour Guiding Techniques	3 Hours		
	217.		2901/205B	Information Communication Technology II - Paper 2 (Practical)	2 Hours		

DAY & DATE	TIME	EXAMINATION	SUBJECT CODE & NAME			DURATION		
DAY 4 MONDAY 25 <sup>TH</sup> JULY 2016	8:00 A.M.		218.	2903/203	Supply Management	3 Hours		
			219.	2908/201	Theory and Practice of Human Resource Management	3 Hours		
			220.	2909/201	Logistics and Physical Distribution	3 Hours		
			221.	2912/106, 2918/106	Touristic History	3 Hours		
			222.	2912/202	Fundamentals of Hotel Operations	3 Hours		
			223.	2918/203	Natural History of Invertebrates of East Africa	3 Hours		
			224.	7022/103	Principles of Procurement	3 Hours		
				BMC	225.	7011/101, 7021/101, 7031/101	Principles and Practice of Communication	2½ Hours
					226.	7032/105	Communication and Report Writing	3 Hours
				BTEP	227.	1801/301, 1802/305, 1805/305, 1806/305, 1808/301, 1809/305	Communication & Report Writing	3 Hours
					228.	2814/204	Computer Applications (Practical)	2½ Hours
					229.	2815/204	Principles of Accounting	3 Hours
					230.	3806/101	Business Environment & Strategic Management	3 Hours
					231.	3806/201	Human Resource Management & Organizational Development	3 Hours
				CSAP	232.	1404/2	Desktop Publishing - Paper 2 (Practical)	2 Hours
				S & G	233.	1041	Business English I	2½ Hours
					234.	1042	Communication Skills I	2½ Hours
					235.	2041	Business English II	3 Hours
					236.	2042	Communication Skills II	3 Hours
					237.	3041	Business English III	3 Hours
					238.	3171	Marketing III	3 Hours
					239.	3172	Marketing Management	3 Hours
						240.	3341/A	Information Communication Technology III(Theory)
				S & G/TVET	241.	3304, 2903/302, 2922/302	Operations Management	3 Hours
				TVET	242.	1901/105	Communication Skills I	3 Hours
					243.	1901/203	Communication Skills II	3 Hours
					244.	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
					245.	1920/202B	Computer Applications II - Paper 2 (Practical)	2 Hours
					246.	1922/202	Purchasing & Supplies Management	3 Hours
		247.	1925/205		Ports and Terminals	3 Hours		
		248.	2901/110		Communication I	3 Hours		
		249.	2901/204		Communication II	3 Hours		

DAY & DATE	TIME	EXAMINATION	SUBJECT CODE & NAME		DURATION			
			250.	2902/104, 2908/104, 2912/104, 2918/104, 2920/104, 2921/104	Communication	3 Hours		
			251.	2903/104, 2906/104, 2907/104, 2909/104, 2922/104, 2923/104, 2924/104, 2925/104	Communication Skills	3 Hours		
			252.	2907/204	Quantitative Techniques	3 Hours		
			253.	2907/304	Auditing	3 Hours		
			254.	2902/202	Marketing Management	3 Hours		
			255.	2912/203	Tour Operations	3 Hours		
			256.	2920/203	Object Oriented Programming	3 Hours		
			257.	2924/204	Quantitative Techniques	3 Hours		
			258.	2924/304	Taxation Theory and Practice	3 Hours		
			259.	2925/203	Containerization	3 Hours		
			260.	2925/304	Economics of Sea Transport and International Trade	3 Hours		
			11:30 A.M.	BMC		261.	7023/103, 7043/103	Economics
	262.	7023/203				Public Finance	3 Hours	
	263.	7023/303				Purchasing and Supplies Management	3 Hours	
	264.	7033/103				Personnel Management	3 Hours	
	265.	7043/221				Investment	3 Hours	
	S & G/BMC				266.	1222, 7011/103, 7021/103, 7031/103	Principles of Accounts	2½ Hours
	BTEP				267.	1808/302	Personnel Management	3 Hours
					268.	1805/303	Elements of Banking	3 Hours
					269.	2815/103	Quantitative Methods	3 Hours
					270.	2815/304	Marketing & Public Relations	3 Hours
					271.	3808/202	Employee Resourcing	3 Hours
					272.	3813/203, 3817/203	Strategic and Financial Management	3 Hours
	S & G				273.	1223	Foundations of Accounting	3 Hours
					274.	2222	Financial Accounting I	3 Hours
					275.	2223	Financial Accounting	3 Hours
					276.	3222	Financial Accounting II	3 Hours
					277.	3242	Public Finance	3 Hours
					278.	3282	Quantitative Techniques	3 Hours
	TVET			279.	1901/104A	Information Communication Technology I - Paper 1 (Theory)	2 Hours	



DAY & DATE	TIME	EXAMINATION	SUBJECT CODE & NAME		DURATION	
			280.	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
			281.	1907/204	Business Administration and Environment	3 Hours
			282.	1906/202	Human and Public Relations	3 Hours
			283.	1908/202	Elements of Labour Law and Industrial Relations	3 Hours
			284.	1913/201	Records Management	3 Hours
			285.	1925/204	Law of Carriage	3 Hours
			286.	2903/204, 2906/204, 2922/204	Quantitative Techniques	3 Hours
			287.	2906/304	Human Resource Management	3 Hours
			288.	2908/302, 2909/302	Labour & Industrial Relations	3 Hours
			289.	2909/202	Road and Transport Economics	3 Hours
			290.	2912/105, 2918/105	Fauna, Flora and Touristic Geography	3 Hours
			291.	2918/204	Astronomy	3 Hours
			292.	2922/301	Risk Management in Projects	3 Hours
			DAY 5 TUESDAY 26 <sup>TH</sup> JULY 2016	8:00 A.M.	BMC	293.
294.	7022/104	Cost Accounting I				3 Hours
295.	7023/104	Statistics and Business Information				3 Hours
296.	7043/222	Nature of Management				3 Hours
297.	3806/102	Management Consultancy & Research Methodology				3 Hours
298.	3806/202	Operations Research				3 Hours
299.	3813/204, 3817/204	Consultancy and Legal Aspects of Information				3 Hours
CSAP	300.	1401/1			Introduction to Computers & Operating Systems Paper 1 (Theory)	2 Hours
S & G	301.	1272, 1274			Shorthand I (70 w.p.m.)	-
	302.	2081			Commerce II	2½ Hours
	303.	2082			Commerce II	2½ Hours
	304.	2352			Labour and Industrial Law	2½ Hours
	305.	3311			Transport Management III	3 Hours
S & G/ TVET	306.	3176, 2902/305			Strategic Planning in Sales and Marketing	3 Hours
	307.	3352, 2906/302			Labour and Industrial Relations	3 Hours
TVET	308.	1920/102B			Computer Applications I - Paper 2 (Practical)	2 Hours

DAY & DATE	TIME	EXAMINATION	SUBJECT CODE & NAME		DURATION	
			309.	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
			310.	1902/203, 1908/203	Book-keeping and Accounts	3 Hours
			311.	1903/204, 1906/204, 1907/204, 1909/204, 1922/204, 1923/204, 1924/204	Business Law	3 Hours
			312.	1913/103A	Computer Applications in Information - Paper 1 (Theory)	1 Hour
			313.	1913/202	Archives Operations	3 Hours
			314.	1916/203	Commerce	3 Hours
			315.	1920/203	Structured Programming	3 Hours
			316.	2901/104, 2902/105, 2903/105, 2906/105, 2907/105, 2909/105, 2924/105	Economics	3 Hours
			317.	2907/205	Principles and Practice of Marketing	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
			325.	2924/305	Financial Reporting and Analysis	3 Hours
			326.	2925/202	Environmental Aspects of Shipping	3 Hours
			327.	2925/302	Clearing and Forwarding	3 Hours
	11:30 A.M.	BMC	328.	7023/204	Business Finance	3 Hours
			329.	7023/312, 7033/104	Marketing Management	3 Hours
			330.	7033/204	Labour and Industrial Relations	3 Hours
			331.	7043/104	Accounting	3 Hours
		BTEP	332.	1802/303	Sales Organization and Practice	3 Hours
			333.	1801/302, 1803/304, 1808/303, 1809/304	Commerce	3 Hours

DAY & DATE	TIME	EXAMINATION	SUBJECT CODE & NAME			DURATION		
			334.	1807/303	Co-operative Banking	3 Hours		
			335.	1813/305	Archival Operations	3 Hours		
			336.	2801/303, 2806/303, 2808/303, 2810/303	Office Administration and Management	3 Hours		
			337.	2815/104	Information & Communication Technology	3 Hours		
			338.	3808/203	Training and Development	3 Hours		
			339.	3813/101	Collection Management	3 Hours		
			340.	3817/101	Records Management	3 Hours		
			CSAP	341.	1402/1	Word Processing - Paper 1 (Theory)	1 Hour	
			S & G	342.	1341A	Information Communication Technology I (Theory)	2 Hours	
				343.	2272, 2274	Shorthand II (90 w.p.m.)	-	
		344.		2341B	Information Communication Technology II(Practical)	2 Hours		
		345.		3021	Auditing III	3 Hours		
		346.		3022	Auditing III	3 Hours		
		347.		3062	Business Kiswahili III	3 Hours		
		S & G/TVET	348.	3305 2903/304	International Purchasing	3 Hours		
		TVET	349.	1901/204B	Information Communication Technology II - Paper 2 (Practical)	2 Hours		
			350.	1918/205, 1919/205	Customer Care	3 Hours		
			351.	2903/205 2924/202 2925/205	Principles and Practice of Marketing	3 Hours		
			352.	2912/204	Tourism Accounting	3 Hours		
			353.	2920/301	Data Communication and Networking	3 Hours		
			354.	2921/105	Global Petroleum, Gas and Oil Markets & Global Environmental and Emerging Issues	3 Hours		
			355.	2921/205	Depot Safety and Security	3 Hours		
			356.	2921/304	Petroleum Dispensing Site Design	3 Hours		
			357.	2922/106	Project Financing	3 Hours		
			358.	2924/302	Portfolio Management	3 Hours		
		DAY 6 WEDNESDAY 27 <sup>TH</sup> JULY 2016	8:00 A.M.	BMC	359.	7023/105, 7033/203	Industrial & Commercial Law	3 Hours
					360.	7023/205	Management Principles and Practice	3 Hours
					361.	7032/103	Financial and Cost Accounting	3 Hours
					362.	7033/105	Quantitative Methods	3 Hours
					363.	7043/105	General Principles of Law	3 Hours
				BTEP	364.	1802/304	Consumer Organization and Behaviour	3 Hours
					365.	1807/304	Co-operative Law	3 Hours
					366.	1808/304	Industrial and Labour Law	3 Hours
					367.	1813/303	Reader Services	3 Hours
					368.	2808/304, 2811/304	Labour and Industrial Law	3 Hours
				CSAP	369.	1403/1	Spreadsheets - Paper 1 (Theory)	1 Hour
				S & G	370.	1081	Commerce I	2½ Hours
					371.	1082	Commerce I	2½ Hours
372.	3092				Commercial Law II	3 Hours		
373.	3093	Commercial and Administrative Law	3 Hours					
374.	3272, 3372	Shorthand III (110 w.p.m.)	-					

DAY & DATE	TIME	EXAMINATION	SUBJECT CODE & NAME		DURATION		
		S & G/TVET /BTEP	375.	2271, 2273, 1801/304 1901/202, 2901/202	Shorthand II (80 w.p.m.)	-	
		S & G/TVET	376.	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	377.	1902/204	Introduction to Law	3 Hours	
			378.	1908/102	Office Administration and Management	3 Hours	
			379.	1920/103	Basic Electronics	3 Hours	
			380.	1925/106	Commercial Shipping Geography	3 Hours	
			381.	1925/206	Shipping Business	3 Hours	
			382.	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	
			383.	2907/203	Cooperative Banking	3 Hours	
			384.	2907/303	Principles and Practice of Management	3 Hours	
			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.	2924/203	Risk Management	3 Hours	
	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.	1804/304	Auditing	3 Hours	
			399.	1805/304	Foreign Exchange and Exchange Control	3 Hours	
			400.	3806/203	Strategic Marketing Management	3 Hours	
			401.	3808/204	Reward Management	3 Hours	
			402.	3813/102, 3817/102	Reprography and Conservation of Information	3 Hours	
		CSAP	403.	1404/1	Desktop Publishing - Paper 1 (Theory)	1 Hour	
		S & G	404.	2281	Statistics	3 Hours	

DAY & DATE	TIME	EXAMINATION	SUBJECT CODE & NAME			DURATION		
			405.	2282	Statistics	3 Hours		
			406.	2012	Computerized Audio Document Processing II	2½ Hours		
			407.	3101	Cost Accounting III	3 Hours		
		S & G/TVET	408.	1271, 1273, 1901/102, 2901/102	Shorthand I (60 w.p.m.)	-		
		TVET	409.	1901/205, 1902/205, 1903/205, 1906/205, 1907/205, 1909/205, 1923/205 1924/205	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.	2909/203	Financial Accounting	3 Hours		
			416.	2912/207	Travel Agency	3 Hours		
			417.	2921/206	Customer Service and Operating Procedures	3 Hours		
		DAY 7 THURSDAY 28 <sup>TH</sup> JULY 2016	8:00 A.M.	BMC	418.	7021/106	Business Calculations	2½ Hours
					419.	7031/106	Business Organization	2½ Hours
					420.	7032/106	Elements of Management	3 Hours
					421.	7043/231	Practice of Banking I	3 Hours
BTEP	422.			1803/305	Principles of Warehousing and Stock Control	3 Hours		
	423.			2814/203	Communication and Information Technology	3 Hours		
	424.			3806/104	Legal Aspects of Business Management	3 Hours		
	425.			3806/204	Management Accounting	3 Hours		
S & G/BTEP	426.			2321, 1801/303	Typewriting (40 wpm)	2¾ Hours		
S & G	427.			1031	Business Calculations I	2 Hours		
	428.			1032	Business Calculations I	2 Hours		
	429.			1163	Introduction to Law	2½ Hours		
	430.			1291	Storekeeping I	2½ Hours		
	431.			1292	Storekeeping I	2½ Hours		
	432.			2341A	Information Communication Technology II(Theory)	1 Hour		
	433.			3111	Data Processing III	3 Hours		
	434.			3201	Personnel Management III	3 Hours		
TVET	435.			1901/103, 1903/103, 1906/103, 1907/103, 1908/103, 1909/103, 1923/103	Commerce	3 Hours		
	436.			1907/203	Cooperative Accounting	3 Hours		
	437.			1916/204, 1923/201, 1925/201	Fundamentals of Management & Environment	3 Hours		
	438.	1920/104	Mathematics	3 Hours				
	439.	2901/109A	Information Communication Technology I - Paper 1 (Theory)	2 Hours				

DAY & DATE	TIME	EXAMINATION	SUBJECT CODE & NAME			DURATION		
	11:30 A.M.		440.	2901/203	Accounting	3 Hours		
			441.	2908/305	Economics	3 Hours		
			442.	2912/302	Tourism Policy and Planning	3 Hours		
			443.	2920/302	Management Information Systems	3 Hours		
			444.	2921/204	Petroleum Environment, Health and Safety Management Systems	3 Hours		
			445.	2921/305	Petroleum Site Best Practices and Brand Management	3 Hours		
			BMC	446.	7043/106	Foreign Exchange and Exchange Control	3 Hours	
			BTEP	447.	2808/305, 2811/305	Human Resource Management	3 Hours	
		448.		3806/103, 3813/103, 3817/103	Information Communication Technology	3 Hours		
		449.		3808/205	Employee Relations	3 Hours		
			S & G	450.	1193	Office Organization	2½ Hours	
				451.	2131	Economics II	2½ Hours	
				452.	2132	Economics	2½ Hours	
				453.	2011	Audio Typewriting II	2½ Hours	
			S & G/TVET	454.	3103, 2903/305, 2906/305, 2907/305, 2909/304	Management Accounting	3 Hours	
			S & G/TVET /BTEP	455.	3271, 3371, 2801/302 2901/302	Shorthand III (100 w.p.m.)	-	
			TVET	456.	1913/101	Library and Information Centre Operations	3 Hours	
				457.	1913/204	Mail and Courier Service	3 Hours	
				458.	1918/206, 1919/206	Fauna, Flora and Environmental Studies	3 Hours	
				459.	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	
				460.	2909/205	Law of Business and Carriage	3 Hours	
				461.	2920/102A	Computer Applications I - Paper 1 (Theory)	2 Hours	
				462.	2920/202A	Computer Applications II - Paper 1 (Theory)	2 Hours	
		DAY 8 FRIDAY 29 <sup>TH</sup> JULY 2016	8:00 A.M.	BMC	463.	7023/311	Public Procurement and Materials Management	3 Hours
					464.	7023/313	Materials and Production Planning and Control	3 Hours
					465.	7033/111	Office Management	3 Hours
					466.	7033/112	Management Information Systems and Data Processing	3 Hours
467.	7033/113				Applied Economics	3 Hours		
468.	7033/115				Administrative Law	3 Hours		
469.	7033/211				Transport Management	3 Hours		
470.	7033/212				Work Study	3 Hours		
471.	7033/213				Supplies Management	3 Hours		

DAY & DATE	TIME	EXAMINATION	SUBJECT CODE & NAME			DURATION	
			472.	7033/214	Insurance Law and Practice	3 Hours	
			473.	7033/215	Co-operative Management	3 Hours	
		BTEP	474.	2806/302, 2808/306	Organization Theory & Behaviour	3 Hours	
			475.	3801/206	Human Resource Management	3 Hours	
		S & G/TVET	476.	2262, 1901/106	Secretarial Duties	3 Hours	
		S & G	477.	1361	Elements of HRM	2½ Hours	
			478.	1191	Office Practice I	2 Hours	
			479.	1192	Office Procedures I	2 Hours	
			480.	2061	Business Kiswahili II	3 Hours	
			481.	2062	Business Kiswahili II	3 Hours	
			482.	2101	Cost Accounting II	3 Hours	
			483.	2102	Cost Accounting	3 Hours	
			484.	2261	Secretarial Duties II	3 Hours	
			485.	2291	Storekeeping II	2½ Hours	
			486.	2292	Storekeeping II	2½ Hours	
			487.	3061	Business Kiswahili III	3 Hours	
			488.	3121	Economic Geography III	3 Hours	
			489.	3131	Economics III	3 Hours	
			490.	3351	Public Relations	3 Hours	
			TVET	491.	1901/204A	Information Communication Technology II - Paper 1 (Theory)	1 Hour
				492.	1903/106, 1906/106	Financial Accounting	3 Hours
				493.	1906/206	Sales and Marketing	3 Hours
		494.		1907/106	Business Law	3 Hours	
		495.		1907/206	Supply Chain Management and Purchasing Principles	3 Hours	
		496.		1909/106	Financial Accounting	3 Hours	
		497.		1913/106	Quantitative Methods	3 Hours	
		498.		1916/103	Commercial Shipping	3 Hours	
		499.		1920/102A	Computer Applications I - Paper 1 (Theory)	1 Hour	
		500.		1920/202A	Computer Applications II-Paper 1 (Theory)	1 Hour	
		501.		1922/201	Principles of Accounting	3 Hours	
		502.		1923/106	Clerical Duties I	3 Hours	
		503.		1923/206	Clerical Duties II	3 Hours	
		504.		2901/107	Secretarial Duties	3 Hours	
		505.		2901/205A	Information Communication Technology II - Paper 1 (Theory)	1 Hour	
		506.		2901/305	Statistics	3 Hours	
		507.		2902/205	Public Relations	3 Hours	
		508.		2908/205	Public Relations	3 Hours	
		509.		2912/205	Public Relations	3 Hours	
		510.		2909/106	Motor Vehicle Care & Servicing	3 Hours	
		511.		2912/306	Tourism Product Development	3 Hours	
		512.	2920/106	Computational Mathematics	3 Hours		
		513.	2920/304	Internet Based Programming	3 Hours		
		514.	2921/107	Accounting and Costing in Petroleum Business	3 Hours		
		515.	2921/207	Inventory Management	3 Hours		
		516.	2921/306	Petroleum Projects Management	3 Hours		
		517.	2925/306	Multi-Modal Transport Logistics	3 Hours		
		11:30 A.M.	BMC	518.	7022/106, 7032/102	Commercial Law	3 Hours

DAY & DATE	TIME	EXAMINATION	SUBJECT CODE & NAME		DURATION	
			519.	7033/114, 7043/101	Elements of Banking	3 Hours
			520.	7043/232	Practice of Banking II	3 Hours
		BTEP	521.	1801/305	Secretarial Duties	3 Hours
			522.	1804/305	Taxation	3 Hours
			523.	1813/304	Library Operations	3 Hours
			524.	1806/304, 1807/305, 1808/305	Business Administration & Environment	3 Hours
			525.	2815/203	Management Practice	3 Hours
			526.	3808/206	Personnel Administration	3 Hours
			527.	3813/104A, 3817/104A	Automation in Information Systems Paper 1 (Theory)	1 Hour
		S & G	528.	1251	Salesmanship I	2½ Hours
			529.	1252	Principles and Practice of Selling	2½ Hours
			530.	2092	Commercial Law I	2½ Hours
			531.	2093	Commercial Law	2½ Hours
			532.	2191	Office Practice II	2½ Hours
			533.	2192	Office Procedures II	2½ Hours
			534.	2251	Salesmanship II	3 Hours
			535.	2252	Principles and Practice of Marketing	3 Hours
			536.	3011	Audio Typewriting III	3 Hours
			537.	3071	Business Organization & Management III	3 Hours
			538.	3181	Office Management III	3 Hours
			539.	3211	Principles & Practice of Administration III	3 Hours
			540.	3231	Public Administration III	3 Hours
			541.	3241	Public Finance III	3 Hours
			542.	3312	Supply and Transport Management III	3 Hours
		S & G/TVET	543.	3177, 2902/306	Marketing Research	3 Hours
			544.	3306, 2903/306	Project and Contract Management	3 Hours
		TVET	545.	1909/203	Elements of Costing	3 Hours
			546.	1913/104	Information and Communication Technology	3 Hours
			547.	1913/205	Professional Ethics	3 Hours
			548.	1918/103/1, 1919/103/1	French I (Written)	3 Hours
			549.	1918/106/1, 1919/106/1	German I (Written)	3 Hours
			550.	1918/204/1, 1919/204/1	French II (Written)	3 Hours
			551.	1918/208/1, 1919/208/1	German II (Written)	3 Hours
			552.	1920/106	Operating Systems	3 Hours
			553.	2903/101, 2907/302	Supply Chain Management and Purchasing Principles	3 Hours
			554.	2903/206, 2906/206, 2922/206	Cost Accounting	3 Hours
			555.	2909/206	Human and Public Relations	3 Hours
			556.	2909/305	Fleet Management	3 Hours
			557.	2912/107/1, 2918/107/1	French I (Written)	3 Hours
			558.	2912/109/1, 2918/109/1	German I (Written)	3 Hours



DAY & DATE	TIME	EXAMINATION	SUBJECT CODE & NAME		DURATION	
			559.	2912/206/1, 2918/206/1	French II (Written)	3 Hours
			560.	2912/208/1, 2918/208/1	German II (Written)	3 Hours
			561.	2912/305/1, 2918/305/1	French III (Written)	3 Hours
			562.	2912/307/1, 2918/307/1	German III (Written)	3 Hours
			563.	2920/206	Database Management Systems	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