



EXAMINATION TIMETABLE
CERTIFICATE IN ADVANCED SECRETARIAL AND OFFICE MANAGEMENT PROGRAMME
SERIES: JULY/AUGUST 2026 YEAR II

DAY/DATE	MORNING SESSION	SUBJECT CODE	TIME	AFTERNOON SESSION	SUBJECT CODE	TIME
FRIDAY 24/07/2026	- Orientation of candidates on examination guidelines - Orientation and signing of oaths of secrecy by all invigilators		09:00 – 12:00 HRS	Signing of candidate examination malpractice declaration statement(form)		14:00 – 17:00 HOURS
MONDAY 27/07/2026	FOUNDATIONS OF MANAGEMENT	758.24	09:00 – 12:00 HRS	FREE	FREE	FREE
TUESDAY 28/07/2026	FREE	FREE	FREE	FREE	FREE	FREE
WEDNESDAY 29/07/2026	WORD PROCESSING	758.23	09:00 – 12:00 HOURS	FREE		FREE
THURSDAY 30/07/2026	TYPEWRITING STAGE III 55 WPM	758.2	09:00 – 12:00 HOURS	FREE	FREE	FREE
FRIDAY 31/07/2026	TYPEWRITING STAGE IV 65 WPM	758.21	09:00 – 12:00 HRS	FREE	FREE	FREE
TUESDAY 04/08/2026	SHORTHAND SPEED 80 WPM SHORTHAND SPEED 100 WPM	758.25 758.27	09:00 – 09:45 HRS 11:00 – 11:45 HRS	FREE	FREE	FREE



WEDNESDAY 05/08/2026	SHORTHAND SPEED 90 WPM	758.26	09:00 – 09:45 HRS	FREE	FREE	FREE
	SHORTHAND SPEED 110 WPM	758.28	11:00 – 11:45 HRS			
THURSDAY 06/08/2026	SHORTHAND SPEED 120 WPM	758.29	09:00 – 09:45 HRS	FREE	FREE	FREE

1. Attendance registers: a copy of the attendance register must be enclosed in the tamper evident package for answer scripts.
2. Candidates not appearing on official register must not be allowed in the examination room or workshop for practical.
3. All examination sessions should start on time as indicated on the timetable. The institution/centre will be penalized for starting the examinations late or earlier than the stipulated time.
4. Invigilation Report, Registers, Scripts and Mark sheets must all be enclosed in the tamper evident bag.
5. Candidates involved in Examination Malpractice will Have their results Nullified.

