



EXAMINATION TIMETABLE
DIPLOMA IN RECORDS MANAGEMENT
SERIES: JULY/AUGUST 2026
YEAR I



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 RECORDS MANAGEMENT I	42.4	09:00 – 12:00 HRS	FREE	FREE	FREE
TUESDAY 28/07/2026	ORGANIZATION MANAGEMENT	42.25	09:00 – 12:00 HRS	FREE	FREE	FREE
WEDNESDAY 29/07/2026	FREE	FREE	FREE	FREE	FREE	FREE
THURSDAY 30/07/2026	LEGAL POLICY AND ASPECTS OF RECORDS MGT	42.5	09:00 – 12:00 HRS	FREE	FREE	FREE
FRIDAY 31/07/2026	FREE	FREE	FREE	FREE	FREE	FREE



EXAMINATION TIMETABLE
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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 RECORDS MANAGEMENT II	42.24	09:00 – 12:00 HRS	FREE	FREE	FREE
TUESDAY 28/07/2026	OFFICE MANAGEMENT	42.25	09:00 – 12:00 HRS	FREE	FREE	FREE
WEDNESDAY 29/07/2026	MANAGEMENT OF ELECTRONIC RECORDS	42.23	09:00 – 12:00 HRS	FREE	FREE	FREE
THURSDAY 30/07/2026	DATABASE MANAGEMENT SYSTEMS	42.21	09:00 – 12:00 HRS	FREE	FREE	FREE

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SERIES: JULY/AUGUST 2026
YEAR III

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	FREE	FREE	FREE	FREE	FREE	FREE
TUESDAY 28/07/2026	FREE	FREE	FREE	FREE	FREE	FREE
WEDNESDAY 29/07/2026	ENTREPRENEURSHIP	42.34	09:00 – 12:00 HRS	FREE	FREE	FREE
THURSDAY 30/07/2026	FREE	FREE	FREE	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.