



EXAMINATION TIMETABLE
DIPLOMA IN SECRETARIAL AND OFFICE MANAGEMENT PROGRAMME
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	HUMAN RESOURCE MANAGEMENT	760.1	14:00 – 17:00 HRS
TUESDAY 28/07/2026	ORGANISATIONAL BEHAVIOUR	760.14	09:00 – 12:00 HRS	FREE	FREE	FREE
WEDNESDAY 29/07/2026	FINANCIAL ACCOUNTING	760.11	09:00 – 12:00 HOURS	FREE	FREE	FREE
THURSDAY 30/07/2026	BUSINESS LAW	760.12	09:00 – 12:00 HOURS	FREE	FREE	FREE
FRIDAY 31/07/2026	ECONOMICS	760.13	09:00 – 12:00 HOURS	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.

