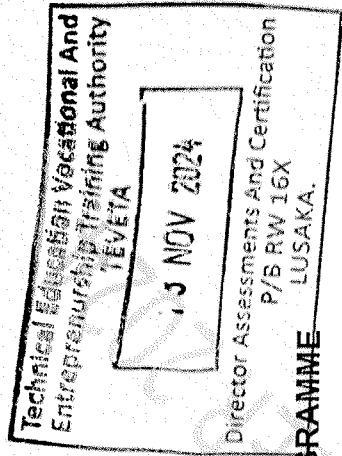
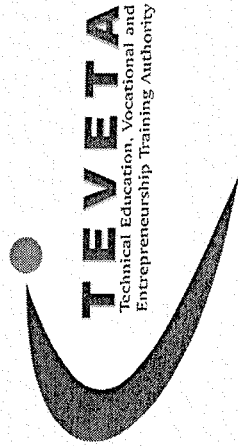
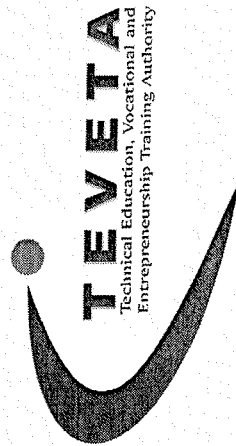




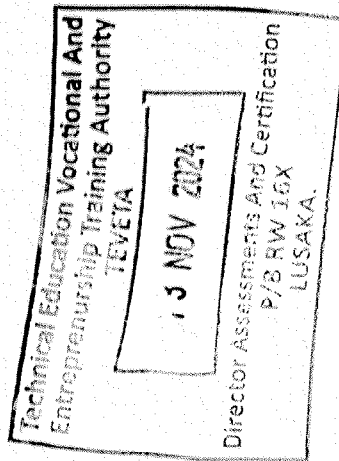
EXAMINATION TIMETABLE
CERTIFICATE IN SECRETARIAL AND OFFICE MANAGEMENT PROGRAMME
SERIES: NOVEMBER/DECEMBER 2024

DAY/DATE	MORNING SESSION	SUBJECT CODE	TIME	AFTERNOON SESSION	SUBJECT CODE	TIME
FRIDAY 29/11/2024	- 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 02/12/2024	FREE	FREE	FREE	INTRODUCTION TO COMPUTERS - THEORY	755.5	14:00 – 17:00 HOURS
TUESDAY 03/12/2024	INTRODUCTION TO COMPUTERS – PRACTICAL	755.5	09:00 – 12:00 HRS	FREE	FREE	FREE
WEDNESDAY 04/12/2024	ENTREPRENEURSHIP	755.7	09:00 – 12:00 HRS	COMMUNICATION SKILLS	755.4	14:00 – 17:00 HOURS
THURSDAY 05/12/2024	FREE	FREE	FREE	PRINCIPLES OF ACCOUNTS	755.6	14:00 – 17:00 HOURS
FRIDAY 06/12/2024	OFFICE MANAGEMENT	755.3	09:00 – 12:00 HOURS	FREE	FREE	FREE
MONDAY 09/12/2024	PRODUCTION TYPEWRITING STAGE I – 35 WPM	755.2	09:00 – 12:00 HRS	FREE	FREE	FREE



TUESDAY 10/12/2024	PRODUCTION TYPEWRITING STAGE II – 45 WPM	755.1	09:00 – 12:00 HRS	FREE	FREE	FREE
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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.

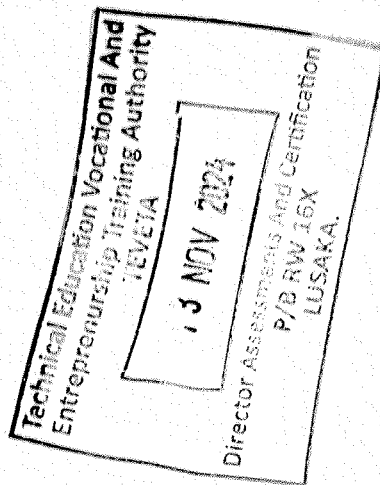


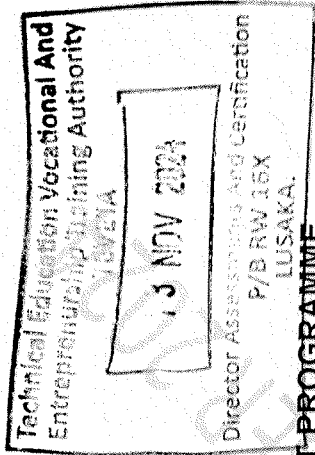
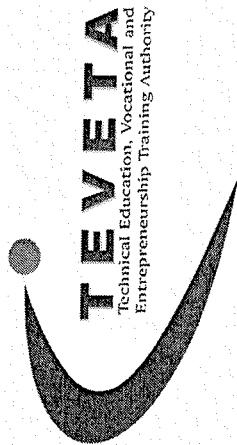
EXAMINATION TIME TABLE
CERTIFICATE IN ADVANCED SECRETARIAL AND OFFICE MANAGEMENT PROGRAMME
SERIES: NOVEMBER/DECEMBER 2024
YEAR I

DAY/DATE	MORNING SESSION	SUBJECT CODE	TIME	AFTERNOON SESSION	SUBJECT CODE	TIME
FRIDAY 29/11/2024	- 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 02/12/2024	FREE	FREE	FREE	INTRODUCTION TO COMPUTERS - THEORY	758.14	14:00 – 17:00 HOURS
TUESDAY 03/12/2024	INTRODUCTION TO COMPUTERS – PRACTICAL	758.14	09:00 – 12:00 HRS	FREE	FREE	FREE
WEDNESDAY 04/12/2024	ENTREPRENEURSHIP	758.16	09:00 – 12:00 HRS	COMMUNICATION SKILLS	758.13	14:00 – 17:00 HOURS
THURSDAY 05/12/2024	FREE	FREE	FREE	PRINCIPLES OF ACCOUNTS	758.15	14:00 – 17:00 HOURS
FRIDAY 06/12/2024	OFFICE MANAGEMENT	758.12	09:00 – 12:00 HOURS	FREE	FREE	FREE

MONDAY 09/12/2024	PRODUCTION TYPEWRITING STAGE I – 35 WPM	758.11	09:00 – 12:00 HRS	FREE	FREE	FREE
TUESDAY 10/12/2024	PRODUCTION TYPEWRITING STAGE II – 45 WPM	758.11	09:00 – 12:00 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.





EXAMINATION TIME TABLE
CERTIFICATE IN ADVANCED SECRETARIAL AND OFFICE MANAGEMENT PROGRAMME
SERIES: NOVEMBER/DECEMBER 2024 YEAR II

DAY/DATE	MORNING SESSION	SUBJECT CODE	TIME	AFTERNOON SESSION	SUBJECT CODE	TIME
FRIDAY 29/11/2024	- 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 02/12/2024	FOUNDATIONS OF MANAGEMENT	758.24	09:00 – 12:00 HRS	FREE	FREE	FREE
TUESDAY 03/12/2024	FREE	FREE	FREE	FREE	FREE	FREE
WEDNESDAY 04/12/2024	WORD PROCESSING	758.23	09:00 – 12:00 HOURS	FREE		FREE
THURSDAY 05/12/2024	TYPEWRITING STAGE III 55 WPM	758.2	09:00 – 12:00 HOURS	FREE	FREE	FREE
FRIDAY 06/12/2024	TYPEWRITING STAGE IV 65 WPM	758.21	09:00 – 12:00 HRS	FREE	FREE	FREE
MONDAY 09/12/2024	SHORTHAND SPEED 80 WPM SHORTHAND SPEED 100 WPM	758.25 758.27	09:00 – 09:45 HRS	FREE	FREE	FREE

		Director Assessment and Certification		P/B RW 16X LUSAKA.	
TUESDAY 10/12/2024	SHORTHAND SPEED 90 WPM	758.26	11:00 – 11:45 HRS	FREE	FREE
	SHORTHAND SPEED 110 WPM	758.28	09:00 – 09:45 HRS 11:00 – 11:45 HRS	FREE	FREE
WEDNESDAY 11/12/2024	SHORTHAND SPEED 120 WPM	758.29	09:00 – 09:45 HRS 11:00 – 11:45 HRS	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.
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5. Candidates involved in Examination Malpractice will Have their results Nullified.

13 NOV 2024

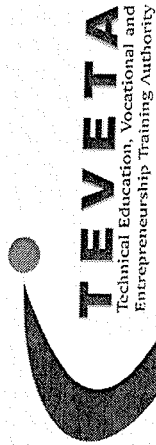
Director Assessment and Certification
P/B RV 16X
LUSAKA.

EXAMINATION TIME TABLE
DIPLOMA IN SECRETARIAL AND OFFICE MANAGEMENT PROGRAMME
SERIES: NOVEMBER/DECEMBER 2024
YEAR III

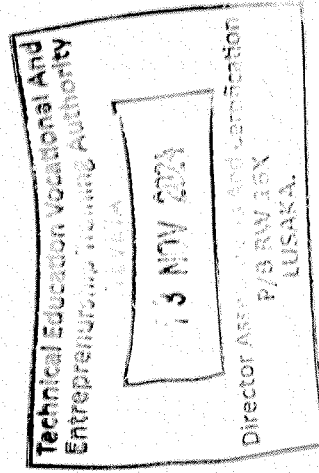
DAY/DATE	MORNING SESSION	SUBJECT CODE	TIME	AFTERNOON SESSION	SUBJECT CODE	TIME
FRIDAY 29/11/2024	- Orientation of candidates on examination guidelines - Orientation and signing of oaths of secrecy by all invigilators		09:00 – 12:00 HRS	Signing of candidate examination malpractice declaration statement(form)		14:00 – 17:00 HOURS
MONDAY 02/12/2024	FREE	FREE	FREE	HUMAN RESOURCE MANAGEMENT	760.1	14:00 – 17:00 HRS
TUESDAY 03/12/2024	ORGANISATIONAL BEHAVIOUR	760.14	09:00 – 12:00 HRS	FREE	FREE	FREE
WEDNESDAY 04/12/2024	FREE	FREE	FREE	BUSINESS LAW	760.12	14:00 – 17:00 HRS
THURSDAY 05/12/2024	FINANCIAL ACCOUNTING	760.11	09:00 – 12:00 HOURS	FREE	FREE	FREE
FRIDAY 06/12/2024	ECONOMICS	760.13	09:00 – 12:00 HOURS	FREE	FREE	FREE

CERTIFICATE IN FOOD AND BEVERAGE SERVICE PROGRAMME YEAR I
Series: NOVEMBER/DECEMBER 2024

DAY/DATE	MORNING SESSION	SUBJECT CODE	TIME	AFTERNOON SESSION	SUBJECT CODE	TIME
FRIDAY 29/11/2024	- 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 02/12/2024	FOOD SERVICE I	50.1	09:00 – 12:00 HRS	FREE	FREE	FREE
TUESDAY 03/12/2024	BAR MANAGEMENT I	50.2	09:00 – 12:00 HRS			
WEDNESDAY 04/12/2024	FREE	FREE	FREE	COMMUNICATION SKILLS	50.3	14:00 – 17:00 HOURS
THURSDAY 05/12/2024	COMPUTER APPLICATIONS	50.4	09:00 – 12:00 HRS	FREE	FREE	FREE
FRIDAY 06/12/2024	NUTRITION AND HYGIENE	50.5	09:00 – 12:00 HRS	FREE	FREE	FREE
MONDAY 09/12/2024	SAFETY AND FIRST AID	50.6	09:00 – 12:00 HRS	FREE	FREE	FREE

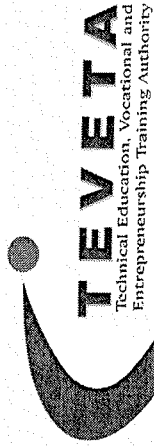


TUESDAY 10/12/2024	FOOD AND BEVERAGE TECHNIQUES	50.7	09:00 – 12:00 HRS	FREE	FREE	FREE
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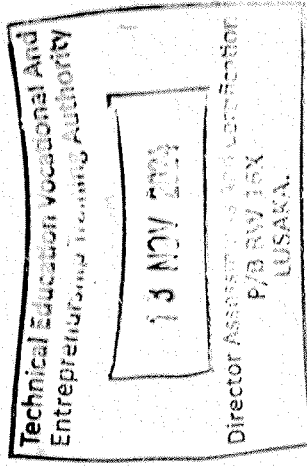


EXAMINATION TIME TABLE
CERTIFICATE IN FOOD AND BEVERAGE SERVICE PROGRAMME YEAR II
Series: NOVEMBER/DECEMBER 2024

DAY/DATE	MORNING SESSION	SUBJECT CODE	TIME	AFTERNOON SESSION	SUBJECT CODE	TIME
FRIDAY 29/11/2024	- Orientation of candidates on examination guidelines - Orientation and signing of oaths of secrecy by all invigilators		09:00 – 12:00 HRS	Siging of candidate examination malpractice declaration statement(form)		14:00 – 17:00 HOURS
MONDAY 02/12/2024	FOOD SERVICE II	50.15	09:00 – 12:00 HRS	FREE	FREE	FREE
TUESDAY 03/12/2024	SALES AND MARKETING	50.11	09:00 – 12:00 HRS	FREE	FREE	FREE
WEDNESDAY 04/12/2024	ENTREPRENEURSHIP	50.13	09:00 – 12:00 HRS	FREE	FREE	FREE
THURSDAY 05/12/2024	LEGAL ASPECTS	50.12	09:00 – 12:00 HRS	FREE	FREE	FREE
FRIDAY 06/12/2024	SUPERVISORY STUDIES	50.9	09 : 00 - 12:00 HOURS	FREE	FREE	FREE
MONDAY 09/12/2024	BAR MANAGEMENT II	50.17	09:00 – 12:00 HOURS	FREE	FREE	FREE

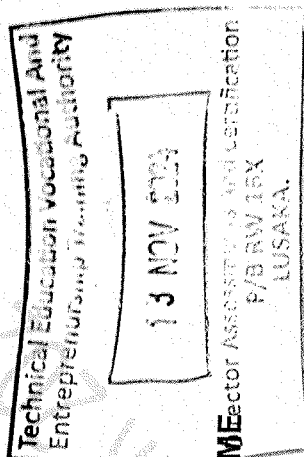


TUESDAY 10/12/2024	FOOD AND BEVERAGE SERVICE PRACTICALS	50.14	09:00 – 12:00 HRS	FOOD AND BEVERAGE SERVICE PRACTICALS	50.14	14:00 – 17:00 HOURS
WEDNSDAY 11/12/2024	FOOD AND BEVERAGE SERVICE PRACTICALS	50.14	09:00 – 12:00 HRS	FOOD AND BEVERAGE SERVICE PRACTICALS	50.14	14:00 – 17:00 HOURS



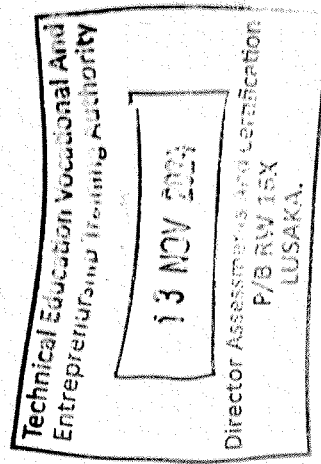
EXAMINATION TIME TABLE

CERTIFICATE IN LIBRARY AND INFORMATION SCIENCE PROGRAMME SERIES: NOVEMBER/DECEMBER 2024



DAY/DATE	MORNING SESSION	SUBJECT CODE	TIME	AFTERNOON SESSION	SUBJECT CODE	TIME
FRIDAY 29/11/2024	- 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 02/12/2024	INTRODUCTION TO LIBRARY & INFORMATION SCIENCE	160.11	09:00 – 12:00 HRS	FREE	FREE	FREE
TUESDAY 03/12/2024	RECORDS AND ARCHIVAL MANAGEMENT	160.15	09:00 – 12:00 HRS	FREE	FREE	FREE
WEDNESDAY 04/12/2024	FREE	FREE	FREE	COMMUNICATION SKILLS	160.19	14:00 – 17:00 HOURS
THURSDAY 05/12/2024	LIBRARY ROUTINES	160.12	09:00 – 12:00 HRS	FREE	FREE	FREE
FRIDAY 06/12/2024	REFERENCE AND BIBLIOGRAPHY	160.14	09:00 – 12:00 HRS	ORGANIZATION AND ARRANGEMENT OF STOCK	160.13	14:00 – 17:00 HOURS
MONDAY 09/12/2024	BASICS IN INFORMATION TECHNOLOGY	160.16	09:00 – 12:00 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.
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5. Candidates involved in Examination Malpractice will Have their results Nullified.



EXAMINATION TIME TABLE
DIPLOMA IN LIBRARY AND INFORMATION SCIENCE PROGRAMME
SERIES: NOVEMBER/DECEMBER 2024
YEAR I

DAY/DATE	MORNING SESSION	SUBJECT CODE	TIME	AFTERNOON SESSION	SUBJECT CODE	TIME
FRIDAY 29/11/2024	- 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 02/12/2024	LIBRARY AND INFORMATION SCIENCE	94.11	09:00 – 12:00 HRS	FREE	FREE	FREE
TUESDAY 03/12/2024	INFORMATION SOURCES AND SERVICES	94.14	09:00 – 12:00 HRS	FREE	FREE	FREE
WEDNESDAY 04/12/2024	FREE	FREE	FREE	COMMUNICATION & LITERATURE STUDIES	94.15	14:00 – 17:00 HRS
THURSDAY 05/12/2024	RECORDS & ARCHIVAL MANAGEMENT	94.16	09:00 – 12:00 HRS	FREE	FREE	FREE
FRIDAY 06/12/2024	SOCIOLOGY OF INFORMATION SCIENCE	94.12	09:00 – 12:00 HOURS	FREE	FREE	FREE
MONDAY 09/12/2024	INFORMATION RESOURCE MANAGEMENT	94.13	09:00 – 12:00 HOURS	FREE	FREE	FREE

EXAMINATION TIME TABLE

DIPLOMA IN LIBRARY AND INFORMATION SCIENCE PROGRAMME

SERIES: NOVEMBER/DECEMBER 2024

YEAR II

DAY/DATE	MORNING SESSION	SUBJECT CODE	TIME	AFTERNOON SESSION	SUBJECT CODE	TIME
FRIDAY 29/11/2024	- 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 02/12/2024	DEVELOPMENT INFORMATION IN SUB-SAHARAN AFRICA	94.24	09:00 – 12:00 HRS	FREE	FREE	FREE
TUESDAY 03/12/2024	MANAGEMENT OF LIBRARIES AND INFORMATION SERVICES	94.25	09:00 – 12:00 HRS	FREE	FREE	FREE
WEDNESDAY 04/12/2024	INTRODUCTION TO INFORMATION TECHNOLOGY	94.23	09:00 – 12:00 HRS	FREE	FREE	FREE
THURSDAY 05/12/2024	CATALOGING, CLASSIFYING AND FILING	94.22	09:00 – 12:00 HRS	FREE	FREE	FREE
FRIDAY 06/12/2024	USER STUDIES AND SERVICES	94.21	09:00 – 12:00 HRS	FREE	FREE	FREE

Technical Education,
Vocational and
Entrepreneurship
Training Authority

13 NOV 2024

Director Assessments and Certification
P/O RM 14X
LUSAKA.

13 NOV 2024
TEVETA
Technical Education Vocational And
Entrepreneurship Training Authority
Director Assessments And Certification
P/O RM 14X

EXAMINATION TIME TABLE
CERTIFICATE IN FOOD PRODUCTION PROGRAM
SERIES: NOVEMBER/DECEMBER 2024

Technical Education Vocational and
Entrepreneurship Training Authority
TEVETA

13 NOV 2024

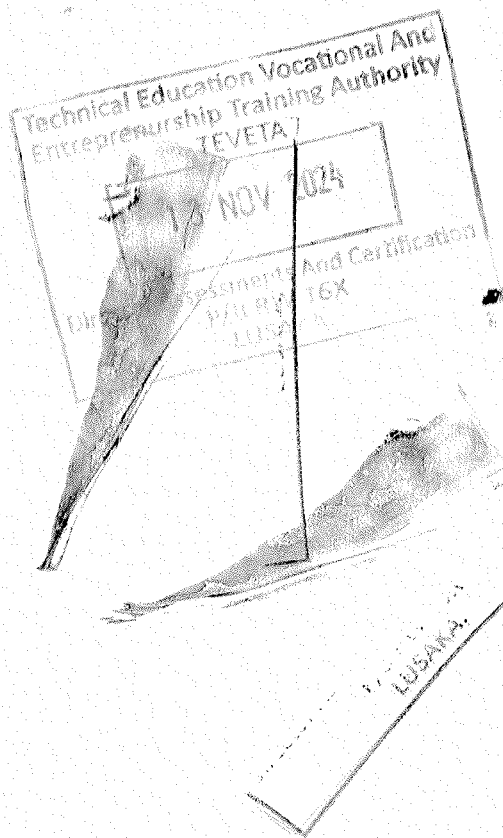
Director Assessments And Certification
P/B RW 3
LUSAKA

Director Assessments And Certification
P/B RW 3
LUSAKA

DAY/DATE	MORNING SESSION	SUBJECT CODE	TIME	AFTERNOON SESSION	SUBJECT CODE	TIME	HOURS
FRIDAY 29/11/2024	- 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 02/12/2024	PRINCIPLES OF FOOD PRODUCTION I	47.8	09:00 – 12:00 HRS	FREE	FREE		FREE
TUESDAY 03/12/2024	PRINCIPLES OF FOOD PRODUCTION II	47.4	09:00 – 12:00 HRS	FREE	FREE		FREE
WEDNESDAY 04/12/2024	ENTREPRENEURSHIP	47	09:00 – 12:00 HRS	COMMUNICATION SKILLS	47.2	14:00 – 17:00	HOURS
THURSDAY 05/12/2024	HOTEL LAW	47.5	09:00 – 12:00 HRS	FREE	FREE		FREE
FRIDAY 06/12/2024	FOOD COSTING AND CONTROL	47.8	09:00 – 12:00 HRS	FREE	FREE		FREE
MONDAY 09/12/2024	COMPUTER APPLICATIONS	47.3	09:00 – 12:00 HRS	FOOD PRODUCTION PRACTICALS	47.6	14:00 – 17:00	HOURS

TUESDAY 10/12/2024	FOOD PRODUCTION PRACTICALS	47.6	09:00 – 12:00 HRS	FOOD PRODUCTION PRACTICALS	47.6	14:00 – 17:00 HOURS
WEDNESDAY 10/12/2024	FOOD PRODUCTION PRACTICALS	47.6	09:00 – 12:00 HRS	FOOD PRODUCTION PRACTICALS	47.6	14:00 – 17:00 HOURS

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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.
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5. Candidates involved in Examination Malpractice will Have their results Nullified.



DIPLOMA IN CHILD AND ADOLESCENT MENTAL HEALTH PROGRAMME
SERIES: NOVEMBER/DECEMBER 2024

DAY/DATE	MORNING SESSION	SUBJECT CODE	TIME	AFTERNOON SESSION	SUBJECT CODE	TIME
FIRDAY 29/11/2024	□ 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 02/12/2024	FUNDAMNETALS OF CHILD AND ADOLESC MENTAL HEALTH	980.1	09:00 – 12:00 HRS	FREE	FREE	FREE
TUESDAY 03/12/2024	COMMUNITY MENTAL HEALTH	980.4	09:00 – 12:00 HRS	FREE	FREE	FREE
WEDNESDAY 04/12/2024	FREE	FREE	FREE	COMMUNICATION SKILLS	980.6	14:00 – 17:00 HOURS
THURSDAY 05/12/2024	FOUNDATIONS OF CHILD AND ADOLESCENT	980.3	09:00 – 12:00 HRS	FREE	FREE	FREE

FRIDAY 06/12/2024	CHILDREN ADOLESCENTS RIGHTS AND LAW	AND 980.2 HUMAN	09:00 – 12:00 HRS	FREE	FREE	FREE
MONDAY 09/12/2024	INTRODUCTION COMPUTERS	TO 980.5	09:00 – 12:00 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.

**DIPLOMA IN CHILD AND ADOLESCENT MENTAL HEALTH PROGRAMME SERIES: NOVEMBER/DECEMBER
2024
YEAR II**

DAY/DATE	MORNING SESSION	SUBJECT CODE	AFTERNOON SESSION	SUBJECT CODE	TIME
FIRDAY 29/11/2024	- Orientation of candidates on examination guidelines - Orientation and signing of oaths of secrecy by all invigilators		Signing of candidate examination malpractice declaration statement(form)		09:00 – 12:00 HRS
MONDAY 02/12/2024	HEALTH PSYCHOLOGY	980.23	FREE	FREE	14:00 – 17:00 HOURS
TUESDAY 03/12/2024	CHILD AND ADOLESCENT COUNSELLING	980.21	FREE	FREE	FREE
WEDNESDAY 04/12/2024	ENTREPRENEURSHIP	980.26	CULTURE, RELIGION AND MENTAL HEALTH	980.25	14:00 – 17:00 HOURS
THURSDAY 05/12/2024	PSYCHO-SOCIAL SUPPORT	980.24	FREE	FREE	FREE
FRIDAY 06/12/2024	SOCIOLOGICAL THEORIES OF CHILDREN AND ADOLESCENT DEVELOPMENT	980.22	FREE	FREE	FREE

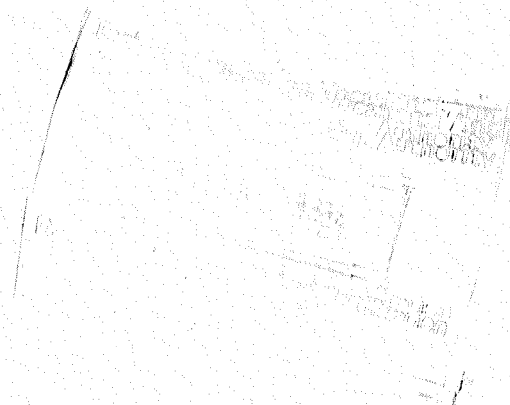
EXAMINATION TIME TABLE

DIPLOMA IN COMMUNITY BASED WORK WITH CHILDREN AND YOUTH SERIES:
NOVEMBER/DECEMBER 2024 YEAR I

DAY/DATE	MORNING SESSION	SUBJECT CODE	TIME	AFTERNOON SESSION	SUBJECT CODE	TIME
FIRDAY 29/11/2024	☐ 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 02/12/2024	FREE	FREE	FREE	CHILD PROTECTION AND RIGHTS BASED APPROACHES	765.14	14:00 – 17:00 HOURS
TUESDAY 03/12/2024	PERSONAL AND PROFESSIONAL DEVELOPMENT	765.11	09:00 – 12:00 HRS	FREE	FREE	FREE
WEDNESDAY 04/12/2024	ENTREPRENEURSHIP	765.16	09:00 – 12:00 HRS	COMMUNICATION SKILLS	765.12	14:00 – 17:00 HOURS
THURSDAY 05/12/2024						

FRIDAY 06/12/2024	CHILD AND YOUTH DEVELOPMENT	765.15	09:00 – 12:00 HRS	FREE	FREE	FREE
MONDAY 09/12/2024	INTRODUCTION TO COMPUTERS	765.13	09:00 – 12:00 HRS	FREE	FREE	FREE

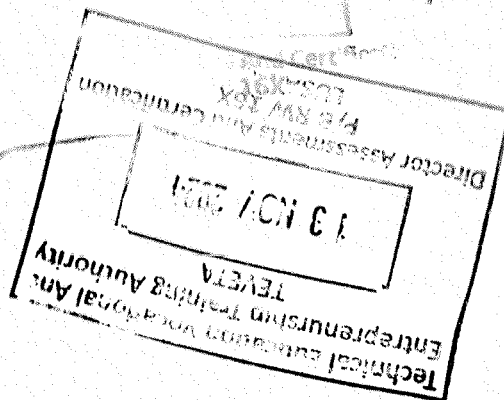
1. Attendance registers: a copy of the attendance register must be enclosed in the tamper evident package for answer scripts.
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5. Candidates involved in Examination Malpractice will Have their results Nullified.



EXAMINATION TIME TABLE
DIPLOMA IN COMMUNITY BASED WORK WITH CHILDREN AND YOUTH SERIES:
NOVEMBER/DECEMBER 2024 YEAR II

DAY/DATE	MORNING SESSION	SUBJECT CODE	TIME	AFTERNOON SESSION	SUBJECT CODE	TIME
FIRDAY 29/11/2024	□ 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 02/12/2024	INTRODUCTION TO COUNSELLING	765.21	09:00 – 12:00 HRS	CARE AND SUPPORT FOR CHILDREN	765.24	14:00 – 17:00 HOURS
TUESDAY 03/12/2024	FREE	FREE	FREE	COMMUNITY DEVELOPMENT	765.25	14:00 – 17:00 HOURS
WEDNESDAY 04/12/2024	SOCIOLOGY	765.22	09:00 – 12:00 HRS	FREE	FREE	FREE
THURSDAY 05/12/2024	FREE	FREE	FREE	SERVICE-LEARNING PROJECT	765.26	14:00 – 17:00 HRS
FRIDAY 06/12/2024	PSYCHOLOGY	765.23	09:00 – 12:00 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.

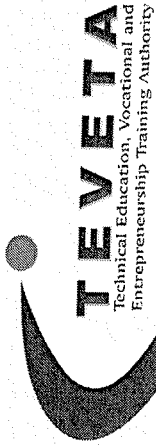


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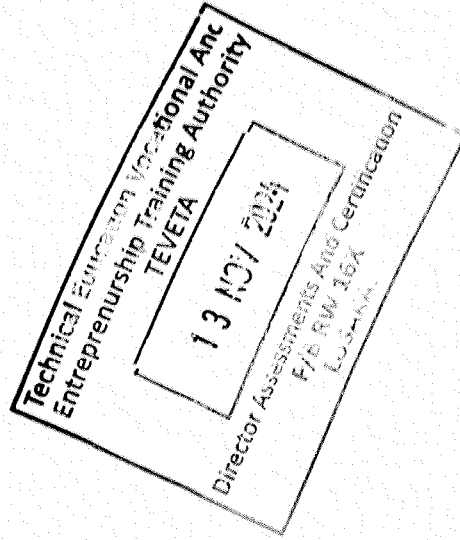
Director Assessments And Certification
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EXAMINATION TIME TABLE
DIPLOMA IN COMMUNITY BASED WORK WITH CHILDREN AND YOUTH SERIES.
NOVEMBER/DECEMBER 2024 YEAR III

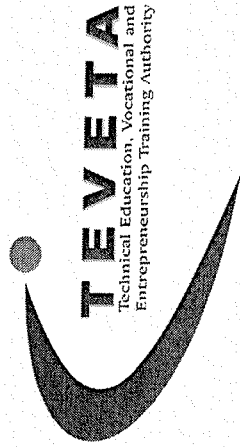
DAY/DATE	MORNING SESSION	SUBJECT CODE	TIME	AFTERNOON SESSION	SUBJECT CODE	TIME
FIRDAY 29/11/2024	- Orientation of candidates on examination guidelines - Orientation and signing of oaths of secrecy by all invigilators		09:00 – 12:00 HRS	Signing of candidate examination malpractice declaration statement(form)		14:00 – 17:00 HOURS
MONDAY 02/12/2024	MANAGEMENT AND ORGANISATION	765.34	09:00 – 12:00 HRS	FREE	FREE	FREE
TUESDAY 03/12/2024	FREE	FREE	FREE	PROJECT PLANNING AND MANAGEMENT	765.36	14:00 – 17:00 HOURS
WEDNESDAY 04/12/2024	FREE	FREE	FREE	SOCIAL SERVICES IN DEVELOPING COUNTRIES	765.32	14:00 – 17:00 HOURS
THURSDAY 05/12/2024	COMMUNITY BASED INTERVENTION STRATEGIES	765.31	09:00 – 12:00 HRS	MANAGEMENT OF NGOs	765.35	14:00 – 17:00 HOURS



FRIDAY	RESEARCH METHODS	765.33	09:00 – 12:00 HRS	FREE	FREE	FREE
06/12/2024						



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Entrepreneurship Training Authority
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Technical Education Vocational And
Entrepreneurship Training Authority
TEVETA
13 NOV 2024
Director Assessments And Certification
F/A PW 16X

EXAMINATION TIME TABLE
DIPLOMA IN TRAVEL AND TOURISM
SERIES: NOVEMBER/DECEMBER 2024
YEAR I

DAY/DATE	MORNING SESSION	SUBJECT CODE	TIME	AFTERNOON SESSION	SUBJECT CODE	TIME
FRIDAY 29/11/2024	- 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 02/12/2024	TOUR OPERATIONS AND GUIDING	16.1	09:00 – 12:00 HRS	FREE	FREE	FREE
TUESDAY 03/12/2024	DOMESTIC TOURISM	16.2	09:00 – 12:00 HRS	FREE	FREE	FREE
WEDNESDAY 04/12/2024			09:00 – 12:00 HRS	COMMUNICATION SKILLS	16.4	14:00 – 17:00 HOURS
THURSDAY 05/12/2024	STRUCTURE AND ECONOMICS OF TRAVEL AND TOURISM	16.3	09:00 – 12:00 HRS	FREE	FREE	FREE
FRIDAY 06/12/2024	TRAVEL AGENCY PRACTICE	16.5	09:00 – 12:00 HRS	FREE	FREE	FREE
MONDAY 09/2024	COMPUTER Applications I	16.8	09:00 – 12:00 HRS	FREE	FREE	

TUESDAY 10/12/2024	AIRFARES AND TICKETING	16.6	09:00 – 12:00 HRS	CUSTOMER CARE	16.7	14:00 – 17:00 HRS
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