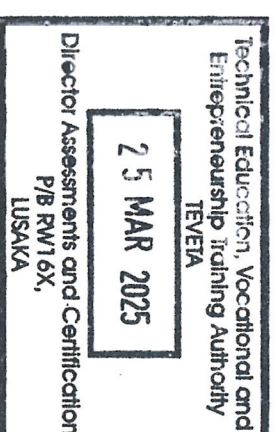


**EXAMINATION TIME TABLE**  
**CERTIFICATE IN COMMUNITY DEVELOPMENT**  
**SERIES: APRIL/MAY 2025**  
**YEAR I**

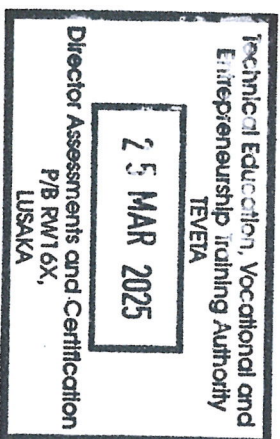
DAY/DATE	MORNING SESSION	CODE	TIME	AFTERNOON SESSION	SUBJECT CODE	TIME
<b>FRIDAY</b> 11/04/25	ORIENTATION OF CANDIDATES ON EXAMINATION GUIDELINES & SIGNING OF CANDIDATE EXAMINATION MALPRACTICE DECLARATION STATEMENT FORM.		09:00 - 12:00 HRS	ORIENTATION OF INVIGILATORS ON EXAMINATION GUIDELINES & SIGNING OF OATHS OF SECRECY.		14:00 - 17:00 HRS
<b>MONDAY</b> 14/04/2025	Introduction to Computers	968.4	09:00 - 12:00 HRS	FREE		14:00 - 17:00 HRS
<b>TUESDAY</b> 15/04/25	Introduction to Sociology	968.3	09:00 - 12:00 HRS	FREE		14:00 - 17:00 HRS
<b>WEDNESDAY</b> 16/04/25	Entrepreneurship	968.9	09:00 - 12:00 HRS	Communication Skills	968.5	14:00 - 17:00 HRS
<b>THURSDAY</b> 17/04/25	Principles and practices of Community Development	968.1	09:00 - 12:00 HRS	FREE		14:00 - 17:00 HRS

<b>TUESDAY</b> 22/04/25	FREE		<b>09:00 - 12:00 HRS</b>	Principles & Practices of Social Work	<b>968.6</b>	<b>14:00 - 17:00 HRS</b>
<b>WEDNESDAY</b> 23/04/2025	Adult Education	<b>968.2</b>	<b>09:00 - 12:00 HRS</b>	Case Management	<b>968.8</b>	<b>14:00 - 17:00 HRS</b>
<b>THURSDAY</b> 24/04/25	Community Based Inclusive Development	<b>968.7</b>	<b>09:00 - 12:00 HRS</b>			<b>14:00 - 17:00 HRS</b>

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.



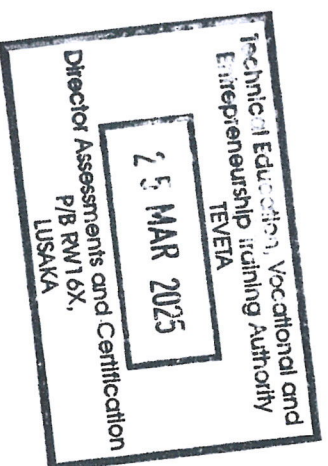




**EXAMINATION TIME TABLE**  
**DIPLOMA IN COMMUNITY DEVELOPMENT STUDIES PROGRAMME**  
**YEAR II**  
**SERIES: APRIL/MAY 2025**

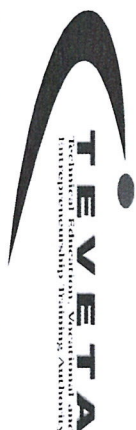
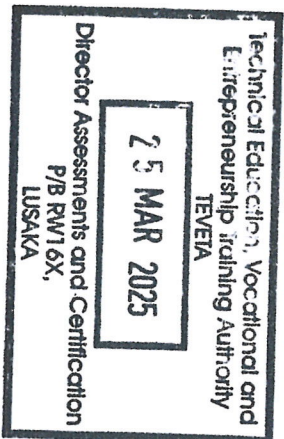
DAY/DATE	MORNING SESSION	TIME	AFTERNOON SESSION	TIME
<b>FRIDAY</b> 11/04/25	ORIENTATION OF CANDIDATES ON EXAMINATION GUIDELINES & SIGNING OF CANDIDATE EXAMINATION MALPRACTICE DECLARATION STATEMENT FORM.	09.00 - 12.00 HOURS	ORIENTATION OF INVIGILATORS ON EXAMINATION GUIDELINES & SIGNING OF OATHS OF SECRECY.	14:00 – 17:00 HOURS
<b>MONDAY</b> 14/04/2025	Social Research Methods	09.00 - 12.00 HOURS		14:00 – 17:00 HOURS
<b>TUESDAY</b> 15/04/25	Non – Governmental Organization	09.00 - 12.00 HOURS	Principles of Management	14:00 – 17:00 HOURS
<b>WEDNESDAY</b> 16/04/25	Entrepreneurship	09.00 - 12.00 HOURS		
<b>THURSDAY</b> 17/04/25	Youth and Child Development	09.00 - 12.00 HOURS	Sustainable Agriculture	14:00 – 17:00 HOURS
<b>TUESDAY</b> 22/04/25	Home Management & Nutrition/Food & Nutrition	09.00 - 12.00 HOURS		14.00 – 17:00 HOURS
<b>WEDNESDAY</b> 23/04/2025		09.00 - 12.00 HOURS	Project Management	14.00 – 17:00 HOURS

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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.
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FINAL & APPROVED



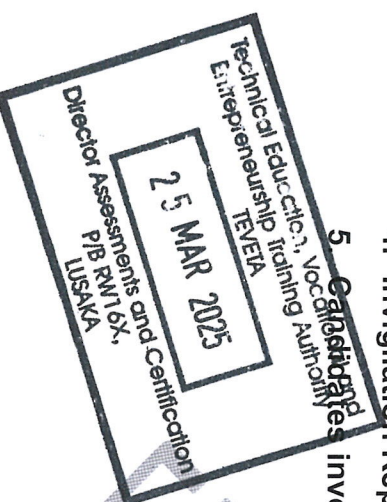


**EXAMINATION TIME TABLE**  
**CERTIFICATE IN GENERAL AGRICULTURE – LEVEL I**  
**SERIES: APRIL/MAY 2025**

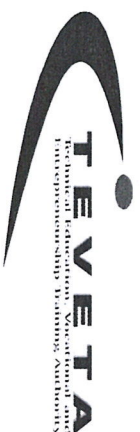
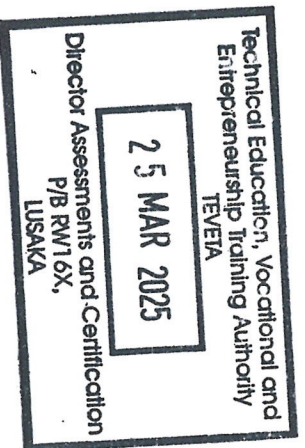
DAY/DATE	MORNING SESSION	CODE	TIME	AFTERNOON SESSION	CODE	TIME
<b>FRIDAY</b> 11/04/25	ORIENTATION OF CANDIDATES ON EXAMINATION GUIDELINES & SIGNING OF CANDIDATE EXAMINATION MALPRACTICE DECLARATION STATEMENT FORM.		09.00- 12.00 HOURS	ORIENTATION OF INVIGILATORS ON EXAMINATION GUIDELINES & SIGNING OF OATHS OF SECRECY.		14.00- 17.00 HOURS
<b>MONDAY</b> 14/04/25	INTRODUCTION TO COMPUTERS	<b>818.7</b>	09.00- 12.00 HOURS	FARM MANAGEMENT I	<b>818.9</b>	14.00- 17.00 HOURS
<b>TUESDAY</b> 15/04/25	MATHEMATICS & STATISTICS	<b>818.1</b>	09.00- 12.00 HOURS	SOIL SCIENCE (THEORY)	<b>818.5</b>	14.00- 17.00 HOURS
<b>WEDNESDAY</b> 17/04/25	PHYSICAL SCIENCE	<b>818.2</b>	09.00- 12.00 HOURS	COMMUNICATION SKILLS	<b>818.6</b>	14.00- 17.00 HOURS
<b>THURSDAY</b> 18/04/25	ZOOLOGY (THEORY)	<b>818.8</b>	09.00- 12.00 HOURS	CROP PRODUCTION I (THEORY)	<b>818.11</b>	14.00- 17.00 HOURS
<b>TUESDAY</b> 22/04/25	BOTANY (THEORY)	<b>818.4</b>	09.00- 12.00 HOURS	ANIMAL PRODUCTION I (THEORY)		14.00- 17.00 HOURS

<b>WEDNESDAY</b> 23/04/25	<b>ANIMAL PRODUCTION I (PRACTICAL)</b>	<b>818.8</b>	09.00- 12.00 HOURS	<b>BOTANY (PRACTICAL)</b>	<b>818.8</b>	14.00- 17.00 HOURS
<b>THURSDAY</b> 24/04/25	<b>ZOOLOGY (PRACTICAL)</b>	<b>818.3</b>	09.00- 12.00 HOURS	<b>SOIL SCIENCE (PRACTICAL)</b>	<b>818.3</b>	14.00- 17.00 HOURS
<b>FRIDAY</b> 25/04/25	<b>CROP PRODUCTION I (PRACTICAL)</b>	<b>818.11</b>	09.00- 12.00 HOURS	<b>CROP PRODUCTION I (PRACTICAL)</b>	<b>818.11</b>	14.00- 17.00 HOURS

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 the 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/center will be penalized for starting the examination 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.







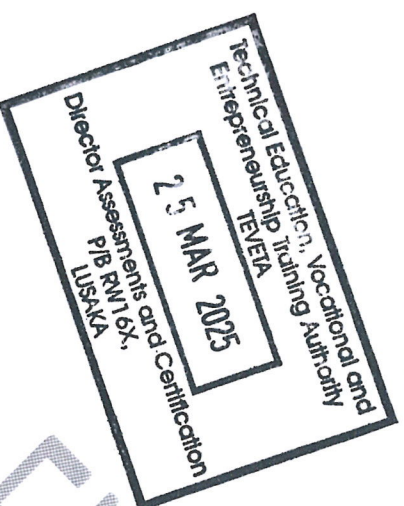
**EXAMINATION TIME TABLE**  
**CERTIFICATE IN GENERAL AGRICULTURE – LEVEL II**  
**SERIES: APRIL/MAY 2025**

DAY/DATE	MORNING SESSION	CODE	TIME	AFTERNOON SESSION	CODE	TIME
<b>FRIDAY</b> 11/04/25	ORIENTATION OF CANDIDATES ON EXAMINATION GUIDELINES & SIGNING OF CANDIDATE EXAMINATION MALPRACTICE DECLARATION STATEMENT FORM.		09.00- 12.00 HOURS	ORIENTATION OF INVIGILATORS ON EXAMINATION GUIDELINES & SIGNING OF OATHS OF SECRECY.		14.00- 17.00 HOURS
<b>MONDAY</b> 14/04/25	FARM MANAGEMENT II	<b>818.24</b>	09.00- 12.00 HOURS	FARM ENGINEERING (THEORY)	<b>818.25</b>	14.00- 17.00 HOURS
<b>TUESDAY</b> 15/04/25	RURAL SOCIOLOGY AND AGRICULTURAL EXTENSION	<b>818.26</b>	09.00- 12.00 HOURS	FISH FARMING (THEORY)	<b>818.23</b>	14.00- 17.00 HOURS
<b>WEDNESDAY</b> 16/04/25	ENTREPRENEURSHIP	<b>818.27</b>	09.00- 12.00 HOURS	CROP PRODUCTION II (THEORY)	<b>818.21</b>	14.00- 17.00 HOURS
<b>THURSDAY</b> 17/04/25	INCLUSIVE DEVELOPMENT	<b>818.28</b>	09.00- 12.00 HOURS	ANIMAL PRODUCTION II (THEORY)	<b>818.22</b>	14.00- 17.00 HOURS
<b>TUESDAY</b> 22/04/25	FARM ENGINEERING (PRACTICAL)	<b>818.25</b>	09.00- 12.00 HOURS	FARM ENGINEERING (PRACTICAL)	<b>818.25</b>	14.00- 17.00 HOURS

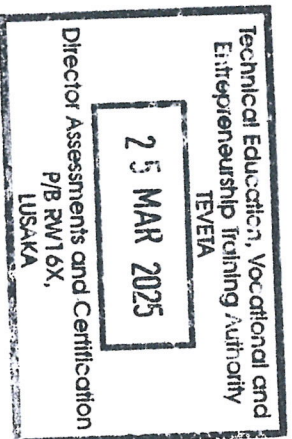


<b>WEDNESDAY</b> 23/04/25	<b>FISH FARMING (PRACTICAL)</b>	<b>818.23</b>	09.00- 12.00 HOURS	<b>FISH FARMING (PRACTICAL)</b>	<b>818.23</b>	14.00- 17.00 HOURS
<b>THURSDAY</b> 24/04/25	<b>CROP PRODUCTION II (PRACTICAL)</b>	<b>818.25</b>	09.00- 12.00 HOURS	<b>CROP PRODUCTION II (PRACTICAL)</b>	<b>818.25</b>	14.00- 17.00 HOURS
<b>FRIDAY</b> 25/04/25	<b>ANIMAL PRODUCTION II (PRACTICAL)</b>	<b>818.22</b>	09.00- 12.00 HOURS	<b>ANIMAL PRODUCTION II (PRACTICAL)</b>	<b>818.22</b>	14.00- 17.00 HOURS

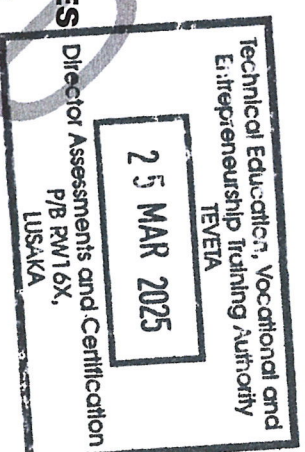
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9. Invigilation Report, Registers, Scripts and Mark sheets must all be enclosed in the tamper evident bag.
10. Candidates involved in Examination Malpractice will Have their results Nullified.



FINAL

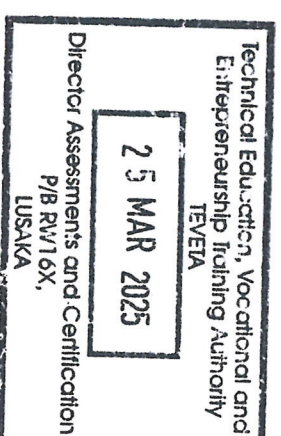
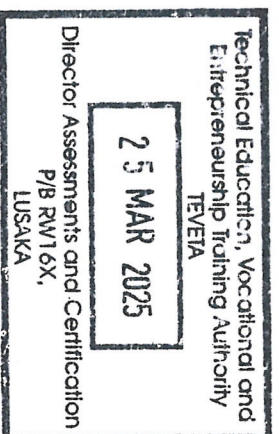


**EXAMINATION TIMETABLE  
CERTIFICATE IN ADVANCED COMPUTER STUDIES  
SERIES: APRIL/MAY 2025**



DAY/DATE	MORNING SESSION	SUBJECT CODE	TIME	AFTERNOON SESSION	SUBJECT CODE	TIME
<b>FRIDAY</b> 11/04/2025	Orientation of Candidates on examinations Guidelines Orientation and signing of the Oath of Secrecy by all invigilators		09:00 – 12:00 HOURS	Signing of candidates' examinations malpractice declaration statement (forms)		14:00 – 17:00 HOURS
<b>MONDAY</b> 14/04/2025	Quantitative Analysis	66.2	09.00 - 12.00 Hours	FREE		14.00 – 17.00 Hours
<b>TUESDAY</b> 15/04/2025	FREE		09.00 - 12.00 Hours	Systems Analysis & Design	66.3	14.00 – 17.00 Hours
<b>WEDNESDAY</b> 16/04/2025	Programming	66.1	09.00 – 12.00 Hours	FREE		14.00 – 17.00 Hours
<b>THURSDAY</b> 17/04/2025	FREE		09.00 - 12.00 Hours	Accounting	66.6	14.00 – 17.00 Hours
<b>FRIDAY</b> 18/04/2025	Holiday			Holiday		
<b>MONDAY</b> 21/04/2025	Holiday			Holiday		
<b>TUESDAY</b> 18/04/2025	Data Base Technology	66.5	09.00 - 12.00 Hours	Operating Systems	66.4	14.00 – 17.00 Hours

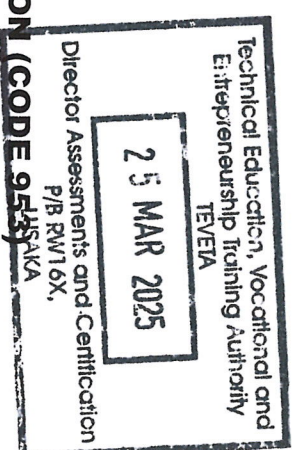
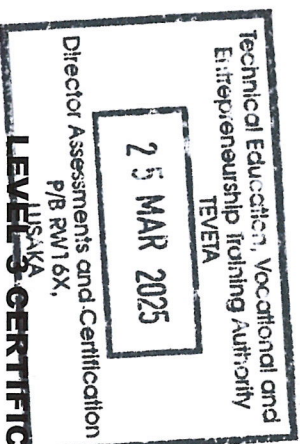




# **EXAMINATION TIMETABLE** **CERTIFICATE COMPUTER STUDIES** **Series: APRIL/MAY 2025**

DAY/DATE	MORNING SESSION	SUBJECT CODE	TIME	AFTERNOON SESSION	SUBJECT CODE	TIME
<b>FRIDAY</b> 11/04/2025	Orientation of Candidates on examinations Guidelines Orientation and signing of the Oath of Secrecy by all invigilators		09:00 – 12:00 HOURS	Signing of candidates' examinations malpractice declaration statement (forms)		14:00 – 17:00 HOURS
<b>MONDAY</b> 14/04/2025	Foundations of Management	25.6	09:00 – 12 hours	Computer Architecture	25.5	14:00 – 17.00 hours
<b>TUESDAY</b> 15/04/2025	Mathematics and Statistics	25.4	09:00 – 12 hours	FREE		14:00 – 17.00 hours
<b>WEDNESDAY</b> 16/04/2025	Entrepreneurship	25.7	09:00 – 12 hours	Communication Skills	25.1	14.00 – 17.00 hours
<b>THURSDAY</b> 17/04/2025	FREE		09.00 – 12 hours	Information Technology & Office Productivity Software	25.2	14.00 – 17.00 hours
<b>FRIDAY</b> 18/04/2025	Holiday			Holiday		
<b>MONDAY</b> 21/04/2025	Holiday			Holiday		
<b>TUESDAY</b> 22/04/2025	Programming	25.3	09.00 – 12 hours	FREE	25.6	14.00 – 17.00 hours





## LEVEL 3 CERTIFICATE IN COMPUTER NETWORKS AND DATA COMMUNICATION (CODE 953)

Series: APRIL/MAY 2025

### TEVET EXAMINATION TIMETABLE

DAY/DATE	MORNING SESSION	SUBJECT CODE	TIME	AFTERNOON SESSION	SUBJECT CODE	TIME
<b>FRIDAY</b> 11/04/2025	Orientation of Candidates on examinations Guidelines Orientation and signing of the Oath of Secrecy by all invigilators		09:00 – 12:00 HOURS	Signing of candidates' examinations malpractice declaration statement (forms)		14:00 – 17:00 HOURS
<b>MONDAY</b> 14/04/2025	Data Communication and Networking	953.3	09:00 – 12:00 hours	Introduction to Information Communication Technology	953.1	14:00 – 17:00 hours
<b>TUESDAY</b> 15/04/2025	Structured Cabling	953.4	09:00 – 12:00 hours	FREE		14:00 – 17:00 hours
<b>WEDNESDAY</b> 16/04/2025	Entrepreneurship	953.7	09:00 – 12:00 hours	Communication skills	953.5	14:00 – 17:00 hours
<b>THURSDAY</b> 17/04/2025	Operating Systems	953.6	09:00 – 12:00 hours	Computer Application Packages	953.8	14:00 – 17:00 hours
<b>FRIDAY</b> 18/04/2025	Holiday			Holiday		
<b>MONDAY</b> 21/04/2025	Holiday			Holiday		
<b>TUESDAY</b> 22/04/2025	Information Technology Help Desk	953.2	09:00 – 12:00 hours	FREE		14:00 – 17:00 Hours

25 MAR 2025

Director Assessments and Certification  
P/B RW16X,  
LUSAKA



25 MAR 2025

Director Assessments and Certification  
P/B RW16X,  
LUSAKA

**TEVET EXAMINATIONS TIMETABLE**  
**DIPLOMA IN TECHNICAL AND VOCATIONAL TEACHING (CODE 757)**  
**SERIES: APRIL/MAY 2025**

DAY/DATE	MORNING SESSION	SUBJECT CODE	TIME	AFTERNOON SESSION	SUBJECT CODE	TIME
<b>FRIDAY</b> 11/04/2025	Orientation of Candidates on examinations Guidelines Orientation and signing of the Oath of Secrecy by all invigilators		09:00 – 12:00 HOURS	Signing of candidates' examinations malpractice declaration statement (forms)		14:00 – 17:00 HOURS
<b>MONDAY</b> 14/04/2025	Learning Resources & Technology	757.4	09:00 – 12:00 HOURS	Curriculum Studies	757.7	14:00 – 17:00 HOURS
<b>TUESDAY</b> 15/04/2025	FREE		09:00 – 12:00 HOURS	Sociology of Education	757.3	14:00 – 17:00 HOURS
<b>WEDNESDAY</b> 16/04/2025	Entrepreneurship	757.2	09:00 – 12:00 HOURS	Communication Skills	757...	14:00 – 17:00 HOURS
<b>THURSDAY</b> 17/04/2025	Introduction to Computers	757.8	09:00 – 12:00 HOURS	Teaching Methodology	757.5	14:00 – 17:00 HOURS
<b>FRIDAY</b> 18/04/2025	Holiday			Holiday		
<b>MONDAY</b> 21/04/2025	Holiday			Holiday		
<b>TUESDAY</b> 22/04/2025	Educational Management & Administration, History & Philosophy of Education	757.6	09:00 – 12:00 HOURS	FREE		14:00 – 17:00 HOURS
<b>WEDNESDAY</b> 23/04/2025	Educational Psychology	757.11	09:00 – 12:00 HOURS	FREE		14:00 – 17:00 HOURS



25 MAR 2025

Director Assessments and Certification  
P/B RW16X,  
LUSAKA

TEVET EXAMINATIONS TIMETABLE  
LEVEL 3 CERTIFICATE IN CUSTOMS CLEARING (CODE 1027)

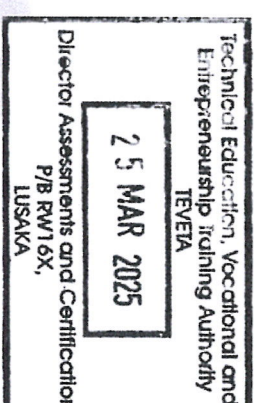
SERIES: APRIL/MAY 2025

25 MAR 2025

Director Assessments and Certification  
P/B RW16X,  
LUSAKA

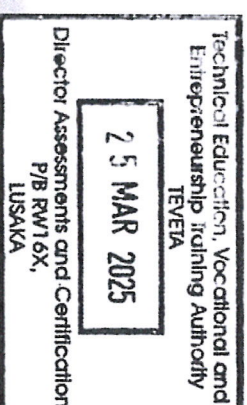
DAY/DATE	MORNING SESSION	SUBJECT CODE	TIME	AFTERNOON SESSION	SUBJECT CODE	TIME
FRIDAY 11/04/2025	Orientation of Candidates on examinations Guidelines Orientation and signing of the Oath of Secrecy by all invigilators		09:00 – 12:00 HOURS	Signing of candidates' examinations malpractice declaration statement (forms)		14:00 – 17:00 HOURS
MONDAY 14/04/2025	Harmonized System Classification	1027.6	09:00 – 12:00 HOURS	Ethics and Compliance	1027.8	14:00 – 17:00 HOURS
TUESDAY 15/04/2025	Rules of Origin	1027.5	09:00 – 12:00 HOURS	New and Emerging Trends in Customs	1027.4	14:00 – 17:00 HOURS
WEDNESDAY 16/04/2025	Entrepreneurship	1027.11	09:00 – 12:00 HOURS	Communication Skills and Computer Appreciation	1027.9...	14:00 – 17:00 HOURS
THURSDAY 17/04/2025	World Trade Organization Valuation Agreement	1027.7	09:00 – 12:00 HOURS	FREE		14:00 – 17:00 HOURS
FRIDAY 18/04/2025	Holiday			Holiday		
MONDAY 21/04/2025	Holiday			Holiday		
TUESDAY 22/04/2025	Legislation	1027.3	09:00 – 12:00 HOURS	Customs Procedures	1027.1	14:00 – 17:00 HOURS
WEDNESDAY 23/04/2025	Automated System of Customs Data (ASYCUDA)	757.11	09:00 – 12:00 HOURS	Automated System of Customs Data (ASYCUDA)		14:00 – 17:00 HOURS





**EXAMINATION TIMETABLE**  
**CERTIFICATE IN SECRETARIAL AND OFFICE MANAGEMENT PROGRAMME**  
**SERIES: APRIL/MAY 2025**

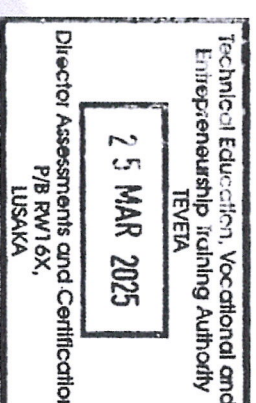
DAY/DATE	MORNING SESSION	SUBJECT CODE	TIME	AFTERNOON SESSION	SUBJECT CODE	TIME
<b>FRIDAY</b> 11/04/2025	<ul style="list-style-type: none"> <li>Orientation of candidates on examination guidelines</li> <li>Orientation and signing of oaths of secrecy by all invigilators</li> </ul>		09:00 – 12:00 HRS	Signing of candidate examination malpractice declaration statement(form)		14:00 – 17:00 HOURS
<b>MONDAY</b> 14/04/2025	FREE	FREE	FREE	INTRODUCTION TO COMPUTERS - THEORY	755.5	14:00 – 17:00 HOURS
<b>TUESDAY</b> 15/04/2025	INTRODUCTION TO COMPUTERS – PRACTICAL	755.5	09:00 – 12:00 HRS	FREE	FREE	FREE
<b>WEDNESDAY</b> 16/04/2025	ENTREPRENEURSHIP	755.7	09:00 – 12:00 HRS	COMMUNICATION SKILLS	755.4	14:00 – 17:00 HOURS
<b>THURSDAY</b> 17/04/2025	FREE	FREE	FREE	PRINCIPLES OF ACCOUNTS	755.6	14:00 – 17:00 HOURS
<b>TUESDAY</b> 22/04/2025	OFFICE MANAGEMENT	755.3	09:00 – 12:00 HOURS	FREE	FREE	FREE
<b>WEDNESDAY</b> 23/04/2025	PRODUCTION TYPEWRITING STAGE I – 35 WPM	755.2	09:00 – 12:00 HRS	FREE	FREE	FREE



<b>THURSDAY</b> 24/04/2025	PRODUCTION TYPEWRITING STAGE II – 45 WPM	755.1	09:00 – 12:00 HRS	FREE	FREE	FREE
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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.
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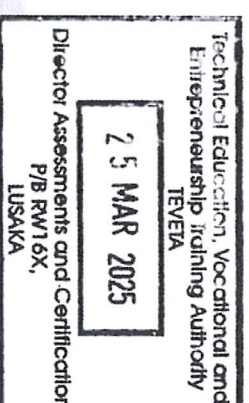




**EXAMINATION TIME TABLE**  
**CERTIFICATE IN ADVANCED SECRETARIAL AND OFFICE MANAGEMENT PROGRAMME**  
**SERIES: APRIL/MAY 2025      YEAR I**

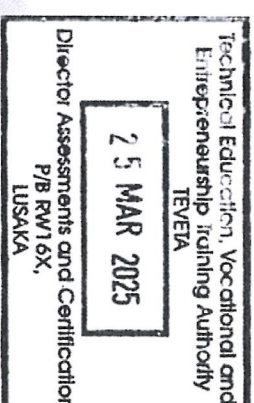
DAY/DATE	MORNING SESSION	SUBJECT CODE	TIME	AFTERNOON SESSION	SUBJECT CODE	TIME
<b>FRIDAY</b> 11/04/2025	<ul style="list-style-type: none"> <li>Orientation of candidates on examination guidelines</li> <li>Orientation and signing of oaths of secrecy by all invigilators</li> </ul>		09:00 – 12:00 HRS	Signing of candidate examination malpractice declaration statement(form)		14:00 – 17:00 HOURS
<b>MONDAY</b> 14/04/2025	FREE	FREE	FREE	INTRODUCTION TO COMPUTERS - THEORY	758.14	14:00 – 17:00 HOURS
<b>TUESDAY</b> 15/04/2025	INTRODUCTION TO COMPUTERS – PRACTICAL	758.14	09:00 – 12:00 HRS	FREE	FREE	FREE
<b>WEDNESDAY</b> 16/04/2025	ENTREPRENEURSHIP	758.16	09:00 – 12:00 HRS	COMMUNICATION SKILLS	758.13	14:00 – 17:00 HOURS
<b>THURSDAY</b> 17/04/2025	FREE	FREE	FREE	PRINCIPLES OF ACCOUNTS	758.15	14:00 – 17:00 HOURS
<b>TUESDAY</b> 22/04/2025	OFFICE MANAGEMENT	758.12	09:00 – 12:00 HOURS	FREE	FREE	FREE
<b>WEDNESDAY</b> 23/04/2025	PRODUCTION TYPEWRITING STAGE I – 35 WPM	758.1	09:00 – 12:00 HRS	FREE	FREE	FREE





<b>THURSDAY</b> 24/04/2025	PRODUCTION TYPEWRITING STAGE II – 45 WPM	758.11	09:00 – 12:00 HRS	FREE	FREE	FREE
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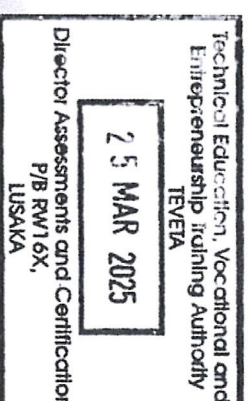
1. Attendance registers: a copy of the attendance register must be enclosed in the tamper evident package for answer scripts.
2. Candidates not appearing on official register must not be allowed in the examination room or workshop for practical.
3. All examination sessions should start on time as indicated 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: APRIL/MAY 2025 YEAR II**

DAY/DATE	MORNING SESSION	SUBJECT CODE	TIME	AFTERNOON SESSION	SUBJECT CODE	TIME
<b>FRIDAY</b> 11/04/2025	<ul style="list-style-type: none"> <li>Orientation of candidates on examination guidelines</li> <li>Orientation and signing of oaths of secrecy by all invigilators</li> </ul>		09:00 – 12:00 HRS	Signing of candidate examination malpractice declaration statement(form)		14:00 – 17:00 HOURS
<b>MONDAY</b> 14/04/2025	FOUNDATIONS OF MANAGEMENT	758.24	09:00 – 12:00 HRS	FREE	FREE	FREE
<b>TUESDAY</b> 15/04/2025	FREE	FREE	FREE	FREE	FREE	FREE
<b>WEDNESDAY</b> 16/04/2025	WORD PROCESSING	758.23	09:00 – 12:00 HOURS	FREE		FREE
<b>THURSDAY</b> 17/04/2025	TYPEWRITING STAGE III 55 WPM	758.2	09:00 – 12:00 HOURS	FREE	FREE	FREE
<b>TUESDAY</b> 22/04/2025	TYPEWRITING STAGE IV 65 WPM	758.21	09:00 – 12:00 HRS	FREE	FREE	FREE
<b>WEDNESDAY</b> 23/04/2025	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 FREE	FREE FREE





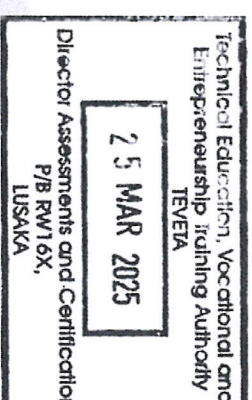
<b>THURSDAY</b> 24/04/2025	SHORTHAND SPEED 90 WPM	758.26	09:00 – 09:45 HRS	FREE	FREE
	SHORTHAND SPEED 110 WPM	758.28	11:00 – 11:45 HRS		
<b>FRIDAY</b> 25/04/2025	SHORTHAND SPEED 120 WPM	758.29	09:00 – 09:45 HRS	FREE	FREE
			11:00 – 11:45 HRS		

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**  
**DIPLOMA IN SECRETARIAL AND OFFICE MANAGEMENT PROGRAMME**  
**SERIES: APRIL/MAY 2025**  
**YEAR III**

DAY/DATE	MORNING SESSION	SUBJECT CODE	TIME	AFTERNOON SESSION	SUBJECT CODE	TIME
<b>FRIDAY</b> 11/04/2025	<ul style="list-style-type: none"> <li>Orientation of candidates on examination guidelines</li> <li>Orientation and signing of oaths of secrecy by all invigilators</li> </ul>		09:00 – 12:00 HRS	Signing of candidate examination malpractice declaration statement(form)		14:00 – 17:00 HOURS
<b>MONDAY</b> 14/04/2025	FREE	FREE	FREE	HUMAN RESOURCE MANAGEMENT	760.1	14:00 – 17:00 HRS
<b>TUESDAY</b> 15/04/2025	ORGANISATIONAL BEHAVIOUR	760.14	09:00 – 12:00 HRS	FREE	FREE	FREE
<b>WEDNESDAY</b> 16/04/2025	FREE	FREE	FREE	BUSINESS LAW	760.12	14:00 – 17:00 HRS
<b>THURSDAY</b> 17/04/2025	FINANCIAL ACCOUNTING	760.11	09:00 – 12:00 HOURS	FREE	FREE	FREE
<b>TUESDAY</b> 22/04/2025	ECONOMICS	760.13	09:00 – 12:00 HOURS	FREE	FREE	FREE





**EXAMINATION TIME TABLE**  
**DIPLOMA IN BUSINESS ADMINISTRATION PROGRAMME**  
**SERIES: APRIL/MAY 2025**  
**YEAR II**

DAY/DATE	MORNING SESSION	SUBJECT CODE	TIME	AFTERNOON SESSION	SUBJECT CODE	TIME
<b>FRIDAY</b> 11/04/2025	<ul style="list-style-type: none"> <li>Orientation of candidates on examination guidelines</li> <li>Orientation and signing of oaths of secrecy by all invigilators</li> </ul>		09:00 – 12:00 HRS	Signing of candidate examination malpractice declaration statement(form)		14:00 – 17:00 HOURS
<b>MONDAY</b> 14/04/2025	FREE	FREE	FREE	HUMAN RESOURCE MANAGEMENT	32.8	14:00 – 17:00 HRS
<b>TUESDAY</b> 15/04/2025	ORGANISATIONAL BEHAVIOUR	32.21	09:00 – 12:00 HRS	FREE	FREE	FREE
<b>WEDNESDAY</b> 16/04/2025	FREE	FREE	FREE	DECISION MAKING	32.22	14:00 – 17:00 HRS
<b>THURSDAY</b> 17/04/2025	PRINCIPLES OF MARKETING	32.9	09:00 – 12:00 HOURS	FREE	FREE	FREE
<b>TUESDAY</b> 22/04/2025	MANAGEMENT ACCOUNTING	32.11	09:00 – 12:00 HOURS	FREE	FREE	FREE
<b>WEDNESDAY</b> 23/04/2025	PRODUCTION AND PRODUCTION MANAGEMENT	32.23	09:00 – 12:00 HOURS	FREE	FREE	FREE