



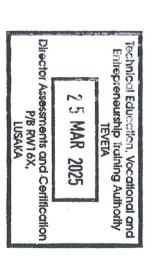
## EXAMINATION TIME TABLE CERTIFICATE IN COMMUNITY DEVELOPMEN SERIES: APRIL/MAY 2025

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					Developillelit	
		FREE			of Community	17/04/25
14:00 - 17:00 HRS			09:00 - 12:00 HRS	968.1	Principles and practices	THURSDAY
		Skills				16/04/25
14:00 - 17:00 HRS	968.5	Communication	09:00 - 12:00 HRS	968.9	Entrepreneurship	WEDNESDAY
					Sociology	15/04/25
14:00 - 17:00 HRS		FREE	09:00 - 12:00 HRS	968.3	Introduction to	TUESDAY
					Computers	14/04/2025
14:00 - 17:00 HRS		FREE	09:00 - 12:00 HRS	968.4	Introduction to	MONDAY
					STATEMENT FORM.	
			7		DECLARATION	
					MALPRACTICE	
		SECRECY.		)	EXAMINATION	
		OATHS OF			CANDIDATE	
		SIGNING OF			SIGNING OF	
		GUIDELINES &	7		GUIDELINES &	
		EXAMINATION			EXAMINATION	
		INVIGILATORS ON	2		CANDIDATES ON	11/04/25
14:00 - 17:00 HRS		ORIENTATION OF	09:00 - 12:00 HRS		ORIENTATION OF	FRIDAY
	CODE	SESSION				
TIME	SUBJECT	AFTERNOON	TIME	CODE	MORNING SESSION	DAY/DATE

					Inclusive Development	24/04/25
14:00 - 17:00 HRS			09:00 - 12:00 HRS	968.7	Community Based	THURSDAY
						23/04/2025
14:00 - 17:00 HRS	968.8	Case Management	968.2   09:00 - 12:00 HRS   Case Mana	968.2	WEDNESDAY   Adult Education	WEDNESDAY
		Work				
		Practices of Social				22/04/25
14:00 - 17:00 HRS	9.896	Principles &	<b>09:00 - 12:00 HRS</b>   Principles &		FREE	TUESDAY

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



Technical Education, Vocational and Entrepreneurship Training Authority TEVETA

2.5 MAR 2025

Director Assessments and Certification P/B RW16X, LUSAKA

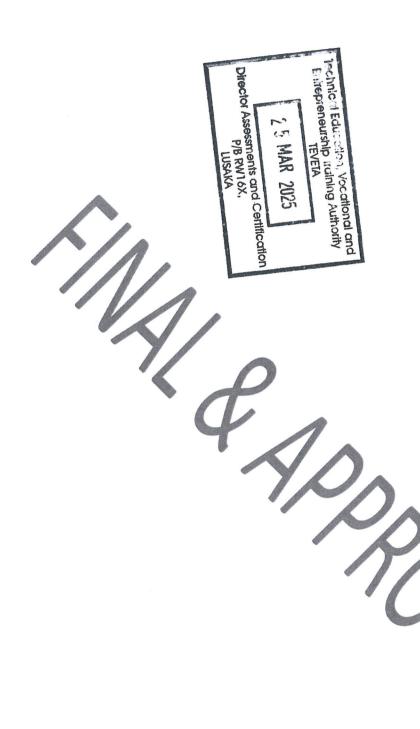


# EXAMINATION TIME TABLE DIPLOMA IN COMMUNITY DEVELOPMENT STUDIES PROGRAMME

YEAR II SERIES: APRIL/MAY 2025

				23/04/2025
14.00 - 17:00 HOURS	Project Management	09.00 - 12.00 HOURS	•	WEDNESDAY
			Nutrition/Food & Nutrition	22/04/25
14.00 - 17:00 HOURS		09.00 - 12.00 HOURS	Home Management &	TUESDAY
			Development	17/04/25
14:00 – 17:00 HOURS	Sustainable Agriculture	09.00 - 12.00 HOURS	Youth and Child	THURSDAY
				16/04/25
		09.00 - 12.00 HOURS	Entrepreneurship	WEDNESDAY
			Organization	15/04/25
14:00 - 17:00 HOURS	Principles of Management	09.00 - 12.00 HOURS	Non – Governmental	TUESDAY
				14/04/2025
14:00 – 17:00 HOURS		09.00 - 12.00 HOURS	Social Research Methods	MONDAY
			STATEMENT FORM.	
			DECLARATION	
		<b>/</b>	MALPRACTICE	
			EXAMINATION	
	OF OATHS OF SECRECY.	1	OF CANDIDATE	
	GUIDELINES & SIGNING		GUIDELINES & SIGNING	
	EXAMINATION	)	EXAMINATION	
	NVIGILATORS ON		CANDIDATES ON	11/04/25
14:00 - 17:00 HOURS	ORIENTATION OF	09.00 - 12.00 HOURS	ORIENTATION OF	FRIDAY
TIME	AFTERNOON SESSION	TIME	MORNING SESSION	DAY/DATE
		DELANTED: IN INITIAL POPULATION		

- 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.
- ယ All examination sessions should start on time as indicated on the timetable. penalized for starting the examinations late or earlier than the stipulated time. The institution/Centre will be
- Invigilation Report, Registers, Scripts and Mark sheets must all be enclosed in the tamper evident bag.
- Candidates involved in Examination Malpractice will Have their results Nullified



Technical Educction, Vocational and Extrepreneurship Training Authority TEVETA

2.5 MAR 2025

Director Assessments and Certification P/B RW16X, LUSAKA



## EXAMINATION TIME TABLE CERTIFICATE IN GENERAL AGRICULTURE - LEVEL | SERIES: APRIL/MAY 2025

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

					(PRACTICAL)	25/04/25
<b>818.11</b> 14.00- 17.00 HOURS	818.11	2	<b>818.11</b> 09.00- 12.00 HOURS	818.11	CROP PRODUCTION I	FRIDAY
	I					
		(PRACTICAL)			(PRACTICAL)	24/04/25
14.00- 17.00 HOURS	818.3	SOIL SCIENCE	09.00- 12.00 HOURS	818.3	ZOOLOGY	THURSDAY
						23/04/25
		(PRACTICAL)			(PRACTICAL)	
<b>818.8</b> 14.00- 17.00 HOURS	818.8	BOTANY	09.00- 12.00 HOURS	818.8	WEDNESDAY   ANIMAL PRODUCTION I   818.8   09.00- 12.00 HOURS	WEDNESDAY

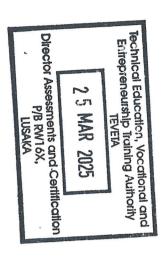
- 1. Attendance registers: A copy of the attendance register must be enclosed in the tamper evident package for answer scripts
- 12 Candidates not appearing on the official register must not be allowed in the examination room or workshop for practical
- All examination sessions should start on time as 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. Capping involved in Examination Malpractice will Have their results Nullified.

Director Assessments and Certification

Director Assessments AVA

Director Assessments AVA

25 MAR 2025



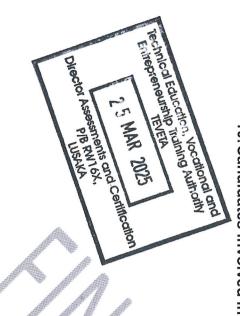


## EXAMINATION TIME TABLE CERTIFICATE IN GENERAL AGRICULTURE – LEVEL II SERIES: APRIL/MAY 2025

	22/04/25	THESDAY	17/04/25	THURSDAY	16/04/25	WEDNESDAY	0	15/04/25	TUESDAY	14/04/25	MONDAY								11/04/25	FRIDAY	DAY/DATE
	(PRACTICAL)	EARM ENGINEEDING	DEVELOPMENT	INCLUSIVE		ENTREPRENEURSHIP	EXTENSION	AND AGRICULTURAL	RURAL SOCIOLOGY	à	FARM MANAGEMENT II	STATEMENT FORM.	DECLARATION	MALPRACTICE	EXAMINATION	OF CANDIDATE	GUIDELINES & SIGNING	EXAMINATION	CANDIDATES ON	ORIENTATION OF	MORNING SESSION
	07.010	212 25	Hit.	818.28		818.27			818.26	Á	818.24										CODE
	09.00- 12.00 FOOR	09 00 13 00 HOLIES		09.00- 12.00 HOURS		09.00- 12.00 HOURS			09.00-12.00 HOURS		09.00- 12.00 HOURS									09.00- 12.00 HOURS	TIME
	(PRACTICAL)	EVBW ENDINIEEDING	(THEORY)	ANIMAL PRODUCTION II	(THEORY)	CROP PRODUCTION II		(THEORY)	FISH FARMING	(THEORY)	FARM ENGINEERING					SHOBEOV	GUIDELINES & SIGNING	EXAMINATION	INVIGILATORS ON	ORIENTATION OF	AFTERNOON SESSION
	010.23	20 000		818.22		818.21		i	818.23		818.25	,									CODE
	14.00- 17.00 HOURS	14 00 47 00 HOLLBS		14.00- 17.00 HOURS		14.00- 17.00 HOURS			14 00- 17 00 HOURS		14.00- 17.00 HOURS									14.00- 17.00 HOURS	TIME

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

- 6. Attendance registers: A copy of the attendance register must be enclosed in the tamper evident package for answer scripts.
- 7. Candidates not appearing on the official register must not be allowed in the examination room or workshop for practical.
- 8. 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.
- 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



Director Assessments and Certification P/B RW16X, Technical Education, Vocational and Entrepreneurship Irolining Authority TEVETA 2 5 MAR 2025 LUSAKA



Technical Education, Vocational and Eintepreneurship Truining Authority TEVETA

### CERTIFICATE IN ADVANCED COMPUTER STUDIES Director Assessments and Certification P/B RW16X, **EXAMINATION TIMETABLE SERIES: APRIL/MAY 2025**

1.00	1.00	opoladii 8 oyaddii 3	00.00	0	מיים מיים מיים מיים מיים מיים מיים מיים	10/04/05/0
14 00 _ 17 00	66.4	Onerating Systems	09 00 - 12 00	66.5	Data Base Technology	TUESDAY
						21/04/2025
		Holiday			Holiday	MONDAY
						18/04/2025
		Holiday			Holiday	FRIDAY
Hours			Hours			17/04/2025
14.00 - 17.00	66.6	Accounting	09.00 - 12.00		FREE	THURSDAY
Hours			Hours		٠	16/04/2025
14.00 - 17.00		FREE	09.00 - 12.00	66.1	Programming	WEDNESDAY
Hours			Hours			15/04/2025
14.00 – 17.00	66.3	Systems Analysis & Design	09.00 - 12.00		FREE	TUESDAY
Hours			Hours			14/04/2025
14.00 – 17.00		FREE	09.00 - 12.00	66.2	Quantitative Analysis	MONDAY
		declaration statement (forms)			Orientation and signing of the Oath of Secrecy by all invigilators	
14:00 - 17:00 HOURS		Signing of candidates' examinations malpractice	09:00 - 12:00 HOURS		Orientation of Candidates on examinations Guidelines	FRIDAY 11/04/2025
	CODE			CODE		
TIME	SUBJECT	AFTERNOON SESSION	TIME	SUBJECT	MORNING SESSION	DAY/DATE

Technical Education, Vocational and Extrepreneurship Training Authority TEVETA

2 5 MAR 2025

Director Assessments and Certification P/B RW16X, LUSAKA



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

DAY	FRIDAY	-			MON	14/0	TUES	15/0	WED	16/0	UHT	17/0	FRIDAY		18/0	18/04/202 MONDAY	18/0. MON 21/0.
DAY/DATE	FRIDAY 11/04/2025	4/2023			MONDAY	14/04/2025	TUESDAY	15/04/2025	WEDNESDAY	16/04/2025	THURSDAY	17/04/2025	AY	18/04/2025	DAY		21/04/2025
MORNING SESSION	Orientation of Candidates on examinations Guidelines	Orientation and signing of the	Oath of Secrecy by all	invigilators	Foundations of Management		Mathematics and Statistics		Entrepreneurship		FREE		Holiday		Holiday		
SUBJECT					25.6		25.4		25.7				A				
TIME	09:00 <b>–</b> 12:00	HOURS			09.00 - 12	hours	09.00 - 12	hours	09.00 - 12	hours	09.00 - 12	hours					
AFTERNOON SESSION	Signing of candidates' examinations malpractice	declaration statement (forms)			Computer Architecture		FREE		Communication Skills		Information Technology &	Office Productivity Software	Holidav	,	Holiday		
SUBJECT						25.5			25.1		25.2						
TIME	14:00 - 17:00 HOURS				14.00 - 17.00	hours	14.00 - 17.00	hours	14.00 - 17.00	hours	14.00 - 17.00	hours					

22/04/2025

hours

hours

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2 5 MAR 2025

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2.5 MAR 2025

Director Assessments and Certification p/B RW16X,



## TEVET EXAMINATION TIMETABLE

LEVEL'S GERTIFICATE IN COMPUTER NETWORKS AND DATA COMMUNICATION (CODE 9535) AND DATA C Series: APRIL/MAY 2025

22/04/2025	TUESDAY	21/04/2025	MONDAY	18/04/2025	FRIDAY	07/04/2023	THURSDAY	16/04/2025	WEDNESDAY	15/04/2025	TUESDAY	14/04/2025	MONDAY		11/04/2025	FRIDAY	DAY/DATE
Help Desk	Information Technology		Holiday		Holiday		Operating Systems		/ Entrepreneurship		Structured Cabling	Networking	Data Communication and	the Oath of Secrecy by all invigilators	Orientation and signing of	Orientation of Candidates on	MORNING SESSION
	953.2			4			953.6		953.7		953.4		953.3				CODE
hours	09.00 - 12.00					nours	09.00 - 12.00	hours	09.00 - 12.00	hours	09.00 - 12.00	hours	09.00 - 12.00		HOOKO	09:00 - 12:00	IME
	FREE	,	Holiday		Holiday	Packages	Computer Application		Communication skills		FREE	Communication Technology	Introduction to Information	Control of the contro	declaration statement (forms)	Signing of candidates'	AFTERNOON SESSION
							953.8		953.5				953.1				SUBJECT CODE
Hours	14.00 – 1700					nours	14.00 – 1700	hours	14.00 - 1700	hours	1400-1700	hours	14 00 – 1700		HOURS	14:00 – 17:00	I ME

Technical Education, Vocational and Extrepreneurship Training Authority TEVETA

Director Assessments and Certification P/B RW16X,

Technical Education, Vocational and Eutrepreneurship Training Authority TEVETA 2 5 MAR 2025

Director Assessments and Certification P/B RW16X,

LUSAKA



## **TEVET EXAMINATIONS TIMETABLE**

Director Assessments and Certification P/B RW16X,

DIPLOMA IN TECHNICAL AND VOCATIONAL TEACHING (CODE 757)

**SERIES: APRIL/MAY 2025** 

			100 (00)	WICH AND	
MORNING SESSION	SUBJECT CODE	TIME	AFTERNOON SESSION	SUBJECT CODE	TIME
Orientation of Candidates		12:00	Signing of candidates'		14:00 - 17:00
Orientation and signing of		HOURS	examinations malpractice declaration		HOURS
the Oath of Secrecy by all			statement (forms)		
invigilators					
Learning Resources &	757.4	09:00 - 12:00	Curriculum Studies		14:00 – 17:00
Technology		HOURS		757.7	HOURS
FREE	8	09:00 - 12:00	Sociology of Education	757.3	14:00 – 17:00
		HOURS			HOURS
Entrepreneurship	757.2	09:00 - 12:00	Communication Skills		14:00 – 17:00
		HOURS		757	HOURS
Introduction to Computers	757.8	09:00 - 12:00	Teaching Methodology	757.5	14:00 - 17:00
		HOURS			HOURS
Holiday			Holiday		
Holiday	A STATE OF THE STA		Holiday		
Educational Management &			FREE		14:00 - 17:00
Administration, History & Philosophy of Education	757.6	09:00 – 12:00 HOURS			HOURS
Educational Psychology	757.11	09:00 – 12:00	FREE		14:00 – 17:00
again.					HOURS
	00	© 0 = 4 © 8	SUBJECT TIME CODE  SS 09:00 – 12:00 HOURS  F 1 09:00 – 12:00 HOURS  757.4 09:00 – 12:00 HOURS  757.2 09:00 – 12:00 HOURS  S 757.8 09:00 – 12:00 HOURS  757.6 09:00 – 12:00 HOURS  757.11 09:00 – 12:00 HOURS	SUBJECT CODE         TIME CODE         AFTERNOO SESSION SESSION           28 less         09:00 – 12:00         Signing of cexamination malpractice examination malpractice statement (for malpractice stateme	SUBJECT TIME CODE  SUBJECT TIME CODE  9:00 – 12:00 Signing of candidates' examinations HOURS FREE 757.4  99:00 – 12:00 HOURS  757.4  99:00 – 12:00 HOURS  757.2  99:00 – 12:00 HOURS  757.8  99:00 – 12:00 HOURS FREE 757.6  99:00 – 12:00 HOURS  757.11 POINTS  FREE 109:00 – 12:00 HOURS FREE

Technical Education, Vocational and Entrepreneurship Training Authority TEVETA

Technical Education, Vocational and Eutrepreneurship Truining Authority TEVETA Director Assessments and Certification P/B RW16X, LUSAKA 2 5 MAR 2025



### LEVEL 3 CERTIFICATICATE IN CUSTOMS CLEARING (CODE 1027) TEVET EXAMINATIONS TIMETABLE **SERIES: APRIL/MAY 2025**

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TEWETA Technical Education, Vocational and Entrepreneurship Training Authority	(
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ition, ip Tra	
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ional Autho	
and	

7 5		MONDAY Holiday	FRIDAY Holiday 18/04/2025	THURSDAY  World Trade Organization 17/04/2025  Valuation Agreement	WEDNESDAY Entrepreneurship 16/04/2025	TUESDAY Rules of Origin 15/04/2025	MONDAY Harmonized System 14/04/2025 Classification	11/04/2025 Orientation of Candidates Orientation of Candidates Orientation and signing of the Oath of Secrecy by all invigilators	DAY/DATE MORNING SESSION
Automotod Cinton of	The state of the s			<i>a</i>				Candidates as Guidelines ad signing of acrecy by all tors	
757.11	1027.3			1027.7	1027.11	1027.5	1027.6		SUBJECT CODE
09:00 – 12:00 HOURS	09:00 – 12:00 HOURS			09:00 – 12:00 HOURS	09:00 - 12:00 HOURS	09:00 - 12:00 HOURS	09:00 – 12:00 HOURS	09:00 – 12:00 HOURS	TIME
Automated System of	Customs Procedures	Holiday	Holiday	FREE	Communication Skills and Computer Appreciation	New and Emerging Trends in Customs	Ethics and Compliance	Signing of candidates' examinations malpractice declaration statement (forms)	AFTERNOON SESSION
	1027.1				1027.9	1027.4	1027.8		SUBJECT
14:00 – 17:00 HOLIBS	14:00 – 17:00 HOURS			14:00 - 17:00 HOURS	14:00 – 17:00 HOURS	14:00 – 17:00 HOURS	14:00 – 17:00 HOURS	14:00 – 17:00 HOURS	TIME

Technical Education, Vocational and Extrepreneurship Italiang Authority TEVETA

Director Assessments and Certification P/B RW16X,

LUSAKA



Director Assessments and Certification P/B RW16X, LUSAKA Technical Education, Vocational and Entrepreneurship Training Authority TEVETA 2 5 MAR 2025

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

DAY/DATE	MORNING SESSION	SUBJECT	TIME	AFTERNOON SESSION	SUBJECT	TIME
		CODE			CODE	
FRIDAY	<ul> <li>Orientation of candidates</li> </ul>		09:00 -	Signing of candidate		14:00 -
11/04/2025	on examination guidelines		12:00 HRS	examination malpractice		17:00
	<ul><li>Orientation and signing of</li></ul>			declaration statement(form)		HOURS
	oaths of secrecy by all					
	invigilators					
MONDAY	FREE	FREE	FREE	INTRODUCTION TO		14:00 —
14/04/2025				COMPUTERS - THEORY	755.5	17:00
TUESDAY	INTRODUCTION TO		09:00 –	FREE	FREE	FREE
15/04/2025	COMPUTERS - PRACTICAL	755.5	12:00 HRS			
WEDNESDAY	ENTREPRENEURSHIP	755.7	09:00 -	COMMUNICATION SKILLS	755.4	14:00 —
16/04/2025			12:00 HRS			17:00 HOURS
THURSDAY	FREE	FREE	FREE	PRINCIPLES OF	755.6	14:00 —
17/04/2025				ACCOUNTS		17:00
						HOURS
TUESDAY	OFFICE MANAGEMENT	755.3	09:00 –	FREE	FREE	FREE
22/04/2025			12:00 HOURS			
WEDNESDAY	PRODUCTION TYPEWRITING	1	09:00 –	FREE	FREE	FREE
23/04/2025	STAGE I – 35 WPM	755.2	12:00 HRS			



		winter	man	uniting in	ere na	
P/B RW16X, LUSAKA	Director Assessments and Certification		2.5 MAR 2025	IEVEIA	Entrepreneurship Training Authority	Jechnical Education, Vocational and

24/04/2025
STAGE II – 45 WPM
12:00 HRS

**THURSDAY** 

PRODUCTION TYPEWRITING

755.1

-09:00 -

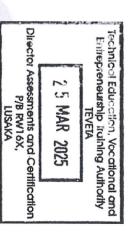
FREE

FREE

FREE

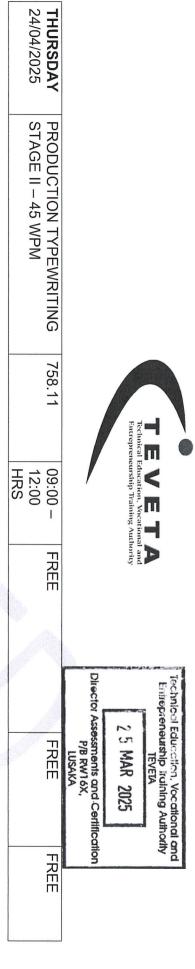
- ו. העפוועמוועב ובעושופה. a ניסף סו נוופ מנופווסמווכפ register must be enclosed in the tamper evident package for answer scripts.
- Candidates not appearing on official register must not be allowed in the examination room or workshop for practical.
- All examination sessions should start on time as indicated on the timetable. The institution/centre will be penalized for starting the examinations late or earlier than the stipulated time.
- Invigilation Report, Registers, Scripts and Mark sheets must all be enclosed in the tamper evident bag.
- 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 I

<b>WEDNESDAY</b> 23/04/2025	<b>TUESDAY</b> 22/04/2025	<b>THURSDAY</b> 17/04/2025	<b>WEDNESDAY</b> 16/04/2025	<b>TUESDAY</b> 15/04/2025	MONDAY 14/04/2025	FRIDAY 11/04/2025	DAY/DATE
Y PRODUCTION TYPEWRITING STAGE I – 35 WPM		FREE	Y ENTREPRENEURSHIP		FREE	<ul> <li>Orientation of candidates on examination guidelines</li> <li>Orientation and signing of oaths of secrecy by all invigilators</li> </ul>	MORNING SESSION
758.1	758.12	FREE	758.16	758.14	FREE		SUBJECT CODE
09:00 – 12:00 HRS	09:00 – 12:00 HOURS	FREE	09:00 – 12:00 HRS	09:00 – 12:00 HRS	FREE	09:00 – 12:00 HRS	TIME
FREE	FREE	PRINCIPLES OF ACCOUNTS	COMMUNICATION SKILLS	FREE	COMPUTERS - THEORY	Signing of candidate examination malpractice declaration statement(form)	AFTERNOON SESSION
FREE	FREE	758.15	758.13	FREE	758.14		SUBJECT
FREE	FREE	14:00 – 17:00 HOURS	14:00 – 17:00 HOURS	FREE	14:00 – 17:00 HOURS	14:00 – 17:00 HOURS	TIME



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

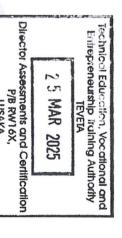


Director Assessments and Certification P/B RW16X, LUSAKA Technical Education, Vocational and Entrepreneurship Italning Authority TEVETA 2 5 MAR 2025

# 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
FRIDAY 11/04/2025	<ul> <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
MONDAY	FOUNDATIONS OF	758.24	09:00 - 12:00	FREE	FREE	FREE
14/04/2025	MANAGEMENT		HRS			
TUESDAY	FREE	FREE	FREE	FREE	FREE	FREE
15/04/2025						
WEDNESDAY	WORD PROCESSING	758.23	09:00 - 12:00	FREE		FREE
16/04/2025			HOURS			
THURSDAY	TYPEWRITING STAGE III	758.2	09:00 – 12	FREE	FREE	FREE
17/04/2025	55 WPM		:00 HOURS			
TUESDAY 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	758.25	09:00 - 09:45 HRS	FREE	FREE	FREE
	SHORTHAND SPEED 100 WPM	758.27				
			11:00 – 11:45 HRS			

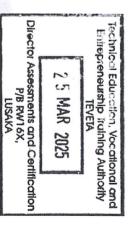




		25/04/2025	FRIDAY			24/04/2025	THUE
1. Atte		/2025	AY			/2025	THURSDAY
1. Attendance registers: a copy of the attendance register must be enclosed in the tamper evident package for answer scripts.			SHORTHAND SPEED 120 WPM		SHORTHAND SPEED 110 WPM		SHORTHAND SPEED 90 WPM
ndance regis:			758.29		758.28		758.26
ter must be enclo	11:00 – 11:45 HRS	HRS	09:00 - 09:45	HRS	11:00 – 11:45	HRS	09:00 - 09:45
osed in the tampe			FREE				FREE
r evident							
package for	v		FREE				FREE
answer scrip			FREE				FREE
ets.							

- 2. Candidates not appearing on official register must not be allowed in the examination room or workshop for practical.
- 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.
- Invigilation Report, Registers, Scripts and Mark sheets must all be enclosed in the tamper evident bag.
- Candidates involved in Examination Malpractice will Have their results Nullified.



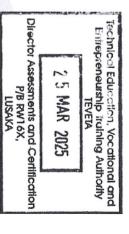


# EXAMINATION TIME TABLE DIPLOMA IN SECRETARIAL AND OFFICE MANAGEMENT PROGRAMME SERIES: APRIL/MAY 2025

YEAR III

DAY/DATE	MORNING SESSION	SUBJECT CODE	TIME	AFTERNOON SESSION	SUBJECT CODE	TIME
FRIDAY 11/04/2025	<ul> <li>Orientation of candidates on examination guidelines</li> </ul>		09:00 - 12:00 HRS	Signing of candidate examination		14:00 – 17:00
	<ul> <li>Orientation and signing of oaths of secrecy by all</li> </ul>			malpractice declaration		HOURS
	invigilators			statement(form)		
MONDAY	FREE	FREE	FREE	HUMAN RESOURCE MANAGEMENT	760.1	14:00 – 17:00 HRS
THECDAY		760 44	00:00 43:00			
15/04/2025			HRS			
WEDNESDAY	FREE	FREE	FREE	BUSINESS LAW	760.12	14:00 -
16/04/2025						17:00 HRS
THURSDAY	FINANCIAL ACCOUNTING	760.11	09:00 - 12:00	FREE	FREE	FREE
17/04/2025			HOURS			
TUESDAY	ECONOMICS	760.13	09:00 - 12:00	FREE	FREE	FREE
22/04/2025			HOURS			





## EXAMINATION TIME TABLE DIPLOMA IN BUSINESS ADMINISTRATION PROGRAMME SERIES: APRIL/MAY 2025

YEAR II

<b>WEDNESDAY</b> 23/04/2025	TUESDAY 22/04/2025	<b>THURSDAY</b> 17/04/2025	<b>WEDNESDAY</b> 16/04/2025	<b>TUESDAY</b> 15/04/2025	<b>MONDAY</b> 14/04/2025	FRIDAY 11/04/2025	DAY/DATE
Y PRODUCTION AND PRODUCTION MANAGEMENT	MANAGEMENT ACCOUNTING	PRINCIPLES OF MARKETING	Y FREE	ORGANISATIONAL BEHAVIOUR	FREE	<ul> <li>Orientation of candidates on examination guidelines</li> <li>Orientation and signing of oaths of secrecy by all invigilators</li> </ul>	MORNING SESSION
32.23	32.11	32.9	FREE	32.21	FREE		SUBJECT CODE
09:00 – 12:00 HOURS	09:00 - 12:00 HOURS	09:00 – 12:00 HOURS	FREE	09:00 - 12:00 HRS	FREE	09:00 - 12:00 HRS	TIME
FREE	FREE	FREE	DECISION MAKING	FREE	HUMAN RESOURCE MANAGEMENT	Signing of candidate examination malpractice declaration statement(form)	AFTERNOON SESSION
FREE	FREE	FREE	32.22	FREE	32.8		SUBJECT
FREE	FREE	FREE	14:00 – 17:00 HRS	FREE	14:00 – 17:00 HRS	14:00 – 17:00 HOURS	TIME