



THE KENYA NATIONAL EXAMINATIONS COUNCIL

KNEC/GEN/TD/PSE/BUS/TT/30/2026

2026 JULY BUSINESS EXAMINATIONS TIMETABLE

BUSINESS EDUCATION SINGLE AND GROUP CERTIFICATE (S & G SUBJECTS) BUSINESS TECHNICAL EDUCATION PROGRAMME (BTEP) TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING (TVET)

1.0 GENERAL INSTRUCTIONS

- 1.1 The time allowed for each paper is indicated against the name of the paper and **NO EXTRA TIME IS TO BE ALLOWED.**
- 1.2 In case of any discrepancy, the time stated on the question paper should be taken as correct.
- 1.3 Visually handicapped candidates will NOT be given extra time other than what is stated on their respective papers. They are allowed 30 minutes over and above the times indicated on this timetable for all subjects.
- 1.4 Any time allocated to reading through questions is included in the total time shown, except when special paper instructions indicate otherwise.
- 1.5 **IMPORTANT NOTICE:**
 - 1.5.1 Your attention is drawn to the regulations governing the conduct of candidates on page 17.
 - 1.5.2 Supervisors and invigilators MUST ensure that candidates are issued with the correct personalized question papers.
 - 1.5.3 Where applicable, supervisors and invigilators MUST ensure that candidates have written their names and index numbers on their answer scripts before they take the scripts from candidates.
 - 1.5.4 All candidates must ensure that they only answer the number of questions required in the instructions on the question paper. Should a candidate answer more questions than required, then he or she should cross out the response he or she does not wish to be marked. *Only the first required number of questions will be marked and awarded.*

2.0 EXAMINATION PERIOD AND DATES

2.1 ORAL PAPERS/ PROJECTS

DAY & DATE	EXAMINATION	SUBJECT CODE & NAME			DURATION
WEDNESDAY 29 TH TO FRIDAY 31 ST JULY 2026 (Day 8 to Day 10)	S & G	1.	1056	Foundations of French (Oral)	30 min
	BTEP/TVET	2.	1918/103/2, 1919/103/2	French I(Oral)	45 min
		3.	1918/106/2, 1919/106/2	German I(Oral)	30 min
		4.	1918/204/2, 1919/204/2	French II (Oral)	45 min
		5.	1918/208/2, 1919/208/2	German II (Oral)	30 min
		6.	2912/107/2, 2918/107/2	French I (Oral)	30 min
		7.	2912/109/2, 2918/109/2	German I (Oral)	30 min
		8.	2912/206/2, 2918/206/2	French II (Oral)	45 min
		9.	2912/208/2, 2918/208/2	German II (Oral)	30 min
		10.	2912/305/2, 2918/305/2	French III (Oral)	30 min
		11.	2912/307/2, 2918/307/2	German III (Oral)	30 min
Last Date of Submission: FRIDAY 17 TH JULY 2026	BTEP/TVET	12.	207, 306 & 307	BTEP Craft, Diploma & Higher Diploma	Upload of Projects & Course Work Assessment Marks
		13.	107 & 207	TVET Craft	
		14.	107/108 & 307/308	TVET Diploma	
FRIDAY 17 TH JULY 2026	ALL	15.	REHEARSAL		

2.2 WRITTEN & PRACTICAL PAPERS

DAY, DATE & TIME	EXAMINATION	SUBJECT CODE & NAME			DURATION
DAY 1 MONDAY 20 TH JULY 2026 8.00 AM	BTEP	16.	0801/201	Typewriting (30 wpm)	2½ Hours
		17.	0802/201	Salesmanship	2½ Hours
		18.	0803/201	Storekeeping	2½ Hours
		19.	2805/301	The Monetary & Financial Systems	3 Hours
		20.	3813/201	Management of User Services	3 Hours
		21.	3817/201	Archives Management	3 Hours
	S&G	22.	1341B	Information Communication Technology I (Practical)	1 Hour
		23.	2102	Cost Accounting	3 Hours
		24.	2341A	Information Communication Technology II (Theory)	1 Hour
	S&G / TVET	25.	3182, 2902/303, 2903/303, 2906/303, 2907/303, 2908/303, 2909/303, 2912/303, 2913/303, 2918/303, 2920/303, 2922/303, 2925/303, 2926/303, 2927/303	Principles and Practice of Management [E-paper]	3 Hours
	TVET	26.	1901/104A	Information Communication Technology I - Paper 1 (Theory)	2 Hours
		27.	1901/204A	Information Communication Technology II - Paper 1 (Theory)	1 Hour
		28.	1902/102	Principles and Practice of Marketing [E-paper]	3 Hours
		29.	1907/101	Nature of Cooperative Movement [E-paper]	3 Hours
		30.	1918/101, 1919/101	Fundamentals of Tourism	3 Hours
		31.	1918/203, 1919/203	Touristic History	3 Hours
		32.	1920/102A	Computer Applications I - Paper 1 (Theory)	1 Hour
		33.	1920/202A	Computer Applications II - Paper 1 (Theory)	1 Hour
		34.	1926/106	Fundamentals of Human Resource Management	3 Hours
		35.	1926/206	Human Resource Records Management	3 hours
		36.	2901/107	Secretarial Duties [E-paper]	3 Hours
		37.	2912/205	Public Relations [E-paper]	3 Hours
		38.	2918/201	Cultural Tourism [E-paper]	3 Hours
		39.	2921/202	Petroleum Transportation and Legal Regulatory Framework	3 Hours
		40.	2921/302	Aviation	3 Hours
		41.	2914/203 2922/203	Project Monitoring and Evaluation	3 Hours
		42.	2927/202	Crisis and Emergency Management [E-paper]	3 Hours
DAY 2 TUESDAY 21 ST JULY 2026 8:00 AM	BTEP	43.	0801/204, 0802/204, 0803/204	Clerical Duties	2½ Hours
		44.	2804/305	Taxation	3 Hours
		45.	2805/305	Branch Banking: Law and Practice	3 Hours
		46.	3806/104	Legal Aspects of Business Management	3 Hours
	S & G	47.	1252	Principles and Practice of Selling	2½ Hours
		48.	2062	Business Kiswahili II	2½ Hours
		49.	2092	Commercial Law I	2½ Hours

DAY, DATE & TIME	EXAMINATION	SUBJECT CODE & NAME			DURATION
	S & G/TVET	50.	1331, 1901/101, 1923/101, 2901/106	Computerized Document Processing I	2 Hours
		51.	3177, 2902/306	Marketing Research [E-paper]	3 Hours
		52.	3306, 2903/306	Project and Contract Management	3 Hours
	TVET	53.	1901/204B	Information Communication Technology II - Paper 2 (Practical)	2 Hours
		54.	1902/204	Introduction to Law	3 Hours
		55.	1903/106, 1906/106	Financial Accounting	3 Hours
		56.	1903/202 1907/206	Supply Chain Management and Purchasing Principles	3 Hours
		57.	1906/206	Sales and Marketing	3 Hours
		58.	1909/106	Financial Accounting	3 Hours
		59.	1909/203	Elements of Costing	3 Hours
		60.	1913/104	Information and Communication Technology	3 Hours
		61.	1913/205	Professional Ethics	3 Hours
		62.	1916/103	Commercial Shipping [E-paper]	3 Hours
		63.	1920/106	Operating Systems	3 Hours
		64.	1924/103	Financial Markets and Institutions	3 Hours
		65.	1924/203	Valuation and Analysis of Investment	3 Hours
		66.	1925/206	Shipping Business	3 Hours
		67.	2901/205B	Information Communication Technology II - Paper 2 (Practical)	2 Hours
		68.	2901/305	Statistics	3 Hours
		69.	2902/102	Principles and Practice of Marketing	3 Hours
		70.	2903/106, 2906/106, 2907/106, 2914/106, 2926/106	Business Law [E-paper]	3 Hours
		71.	2903/206, 2906/206, 2907/206, 2922/206	Cost Accounting	3 Hours
		72.	2909/106	Motor Vehicle Care & Servicing	3 Hours
		73.	2909/206	Human and Public Relations [E-paper]	3 Hours
		74.	2909/305	Fleet Management [E-paper]	3 Hours
		75.	2912/107/1, 2918/107/1	French I (Written)	3 Hours
		76.	2912/109/1, 2918/109/1	German I (Written)	3 Hours
		77.	2913/106	Professional Ethics	3 Hours
		78.	2913/206	Information in Society	3 Hours
		79.	2913/306	Legal Aspects of Information	3 Hours
		80.	2914/206	Resource Mobilization and Evaluation	3 Hours
		81.	2914/306	Risk Management	3 Hours
		82.	2921/107	Accounting and Costing in Petroleum Business	3 Hours
		83.	2922/301	Risk Management in Projects	3 Hours
		84.	2925/203	Containerization	3 Hours
		85.	2925/307	Marine Insurance	3 Hours
		86.	2926/206	Human and Public Relations [E-paper]	3 Hours

DAY, DATE & TIME	EXAMINATION	SUBJECT CODE & NAME			DURATION
		87.	2926/304	Employee Relations	3 Hours
		88.	2928/106, 2929/106, 2930/106	Media Law and Ethics [E-paper]	3 Hours
		89.	2928/206, 2929/206, 2930/206	Editing for Print Media [E-paper]	3 Hours
		90.	2928/306	Print Production	3 Hours
		91.	2929/306	Broadcast News Production [E-paper]	3 Hours
		92.	2930/306	Computer Assisted Reporting	3 Hours
DAY 3 WEDNESDAY 22 ND JULY 2026 8.00 AM	BTEP	93.	2804/306	Company Law	3 Hours
		94.	2815/301	Shipping Principles & Practice	3 Hours
		95.	3813/104B, 3817/104B	Automation in Information Systems Paper 2 (Practical)	2 Hours
	S & G	96.	1341A	Information Communication Technology I (Theory)	2 Hours
		97.	2032	Business Calculations II	2½ Hours
		98.	3341A	Information Communication Technology III (Theory) [E-paper]	1 Hour
		99.	3372	Shorthand III (110 wpm)	
	S & G/TVET	100.	2273, 1901/202, 2901/202	Shorthand II (80 wpm)	-
		101.	3072, 2906/301, 2926/301	Organization Theory and Behaviour	3 Hours
	TVET	102.	1902/104A, 1903/104A, 1906/104A, 1907/104A, 1909/104A, 1916/104A, 1918/104A, 1919/104A, 1922/104A, 1923/104A, 1924/104A, 1925/104A, 1926/104A	Information Communication Technology (Theory)	1 Hour
		103.	1909/201	Clearing and Forwarding [E-paper]	3 Hours
		104.	1913/101	Library and Information Centre Operations	3 Hours
		105.	1907/202, 1916/202, 1923/202, 1924/202, 1925/202, 1926/202	Financial Accounting	3 Hours
		106.	1920/102B	Computer Applications I - Paper 2 (Practical)	2 Hours
		107.	1922/201	Principles of Accounting	3 Hours
		108.	2906/201, 2926/201, 2927/201	Office Administration and Management	3 Hours
		109.	2907/202	Co-operative Accounting	3 Hours
		110.	2908/301	Organization Theory and Behaviour	3 Hours
		111.	2912/201	Tourism Economics	3 Hours
		112.	2912/301, 2918/301	Tourism Marketing	3 Hours

DAY, DATE & TIME	EXAMINATION	SUBJECT CODE & NAME			DURATION
DAY 4 THURSDAY 23 RD JULY 2026 8:00 AM		113.	2913/201	Archives Management	3 Hours
		114.	2913/301	Information Retrieval and Dissemination [E-paper]	3 Hours
		115.	2920/106	Computational Mathematics	3 Hours
		116.	2921/201	Petroleum Marketing and Regional Petroleum Supply Chain	3 Hours
		117.	2921/301	Liquefied Petroleum Gas	3 Hours
		118.	2925/301	Shipping and Chartering Practice	3 Hours
		119.	2927/301	Disaster Emergency Information Management	3 Hours
		120.	1052	Foundations of French (Written)	2½ Hours
		121.	3373	Shorthand III (120 wpm)	-
	S & G	122.	3374	Shorthand III (130 wpm)	-
		123.	3375	Shorthand III (140 wpm)	-
		124.	3376	Shorthand III (150 wpm)	-
		125.	1273, 1901/102, 2901/102	Shorthand I (60 wpm)	-
	S & G/TVET	126.	3178, 2902/302	Marketing Planning and Control	3 Hours
		127.	3307, 2903/301	Purchasing and Supply Strategy	3 Hours
		128.	3371, 2901/302	Shorthand III (100 wpm)	-
		129.	1902/202	Marketing Communication [E-paper]	3 Hours
	TVET	130.	1907/102	Co-operative Banking	3 Hours
		131.	1907/201	Co-operative Law	3 Hours
		132.	1916/201	Fundamentals of Containerization & Transport Logistics [E-paper]	3 Hours
		133.	1920/202B	Computer Applications II - Paper 2 (Practical)	2 Hours
		134.	1922/103	Fundamentals of Project Management	3 Hours
		135.	1922/203	Project Financing	3 Hours
		136.	1925/103	Shipping Documentation	3 Hours
		137.	2901/203	Accounting	3 Hours
		138.	2906/306, 2926/306	Financial Management	3 Hours
		139.	2907/101	Nature of Cooperative Movement [E-paper]	3 Hours
		140.	2912/304, 2918/304	Ecotourism	3 Hours
		141.	2913/102	Records Management	3 Hours
		142.	2914/105	Business Environment	3 Hours
		143.	2921/102	Fundamentals of Energy Sources and Production	3 Hours
		144.	2925/107	Shipping Documentation	3 Hours
		145.	2927/101	Introduction to Disaster Management	3 Hours
		146.	2927/203	Psychological Interventions in Disaster Management	3 Hours
		147.	2927/302	Sustainable Community Development Strategies for Disaster Areas	3 Hours
		148.	2928/102, 2929/102, 2930/102	Logic and Critical Thinking	3 Hours
		149.	2928/202, 2929/202, 2930/202	Research Methods [E-paper]	3 Hours
		150.	2928/302, 2929/302, 2930/302	Fundamentals of Digital Journalism	3 Hours

DAY, DATE & TIME	EXAMINATION	SUBJECT CODE & NAME			DURATION
DAY 5 FRIDAY 24 TH JULY 2026 8:00 AM	BTEP	151.	1804/301, 1805/301	Financial Accounting	3 Hours
		152.	3817/202	Administrative History	3 Hours
	S & G	153.	1274	Shorthand I (70 wpm)	-
		154.	2274	Shorthand II (90 w.p.m.)	-
		155.	2352	Labour and Industrial Law	2½ Hours
		156.	3102	Advanced Cost Accounting	3 Hours
		157.	3303	Principles of Procurement and Distribution	3 Hours
	TVET	158.	1902/104B, 1903/104B, 1906/104B, 1907/104B, 1909/104B, 1916/104B, 1918/104B, 1919/104B, 1922/104B, 1923/104B, 1924/104B, 1925/104B, 1926/104B	Information Communication Technology (Practical)	2 Hours
		159.	1907/203	Co-operative Accounting	3 Hours
		160.	1916/206	Sales & Marketing	3 Hours
		161.	1924/201	Investment Environment	3 Hours
		162.	2901/104, 2902/105, 2903/105, 2906/105, 2907/105, 2908/305, 2909/105, 2926/105	Economics	3 Hours
		163.	2901/303	Office Administration and Management [E-paper]	3 Hours
		164.	2906/202	Marketing Management	3 Hours
		165.	2907/203	Cooperative Banking	3 Hours
		166.	2913/105	Preservation and Conservation of Information	3 Hours
		167.	2913/205	Publishing and Book Trade [E-paper]	3 Hours
		168.	2913/305	Digital Library [E-paper]	3 Hours
		169.	2914/101	Entrepreneurial Behaviour	3 Hours
		170.	2914/201	Management of Business Enterprises	3 Hours
		171.	2920/103	Structured Programming	3 Hours
		172.	2920/206	Database Management Systems	3 Hours
		173.	2921/106	Petroleum Refineries and Processing	3 Hours
		174.	2921/203	Petroleum Distribution Depots	3 Hours
		175.	2921/303	Lubricants	3 Hours
		176.	2922/105	Resource Mobilization [E-paper]	3 Hours
		177.	2925/105	Ports and Terminals	3 Hours
		178.	2928/105, 2929/105, 2930/105	News Writing and Reporting	3 Hours
		179.	2928/205, 2929/205, 2930/205	Social-economic Development [E-paper]	3 Hours
		180.	2928/305	Editorial Writing	3 Hours
		181.	2929/305	Audio and Video Production [E-paper]	3 Hours
		182.	2930/305	Mobile Journalism [E-paper]	3 Hours

DAY, DATE & TIME	EXAMINATION	SUBJECT CODE & NAME			DURATION
DAY 6 MONDAY 27 TH JULY 2026 8.00 AM	BTEP	183.	0801/202, 0802/202, 0803/202	Business Organization	2½ Hours
		184.	2804/301	Managerial Accounting	3 Hours
		185.	2814/201	Marketing & Research in Small Business Enterprises [E-paper]	3 Hours
		186.	2815/204	Principles of Accounting	3 Hours
		187.	2815/304	Marketing and Public Relations [E-paper]	3 Hours
		188.	3801/204	Business and Its Environment	3 Hours
		189.	3806/101	Business Environment & Strategic Management	3 Hours
		190.	3806/201	Human Resource Management & Organizational Development	3 Hours
		191.	3808/202	Employee Resourcing	3 Hours
		192.	3813/203, 3817/203	Strategic and Financial Management	3 Hours
		193.	3814/201	Entrepreneurial Behaviour	3 Hours
	S & G	194.	1082	Commerce I	2½ Hours
		195.	2012	Computerized Audio Document Processing II	2½ Hours
		196.	2082	Commerce II	2½ Hours
		197.	2223	Financial Accounting	3 Hours
		198.	3172	Marketing Management	3 Hours
		199.	3242	Public Finance	3 Hours
		200.	3282	Quantitative Techniques	3 Hours
		201.	3353	Human and Public Relations	3 Hours
	S & G/TVET	202.	2381, 1906/101, 1922/101, 1926/101	Fundamentals of Management and Environment	3 Hours
		203.	3304, 2903/302, 2922/302	Operations Management	3 Hours
	TVET	204.	1902/101	Principles and Practice of Selling [E-paper]	3 Hours
		205.	1903/101	Warehousing Operations and Stock Control	3 Hours
		206.	1903/201, 1906/201, 1926/201	Office Organization	3 Hours
		207.	1908/202	Elements of Labour Law and Industrial Relations	3 Hours
		208.	1909/101	Road Transport Management	3 Hours
		209.	1913/103A	Computer Applications in Information - Paper 1 (Theory)	1 Hour
		210.	1913/201	Records Management	3 Hours
		211.	1916/101	Sea Port Operations [E-paper]	3 Hours
		212.	1916/203	Commerce	3 Hours
		213.	1918/102, 1919/102	Tour Guiding Techniques	3 Hours
		214.	1920/101	Introduction to Information Communication Technology	3 Hours
		215.	1920/201	Computer Maintenance & Support	3 Hours
		216.	1922/202	Purchasing and Supplies Management	3 Hours
		217.	1923/106	Clerical Duties I	3 Hours
		218.	1925/203	Health, Safety and Security in Transport Logistics	3 Hours
		219.	2902/202	Marketing Management	3 Hours
		220.	2903/101 2907/302	Supply Chain Management and Purchasing Principles	3 Hours

DAY, DATE & TIME	EXAMINATION	SUBJECT CODE & NAME			DURATION
		221.	2903/204, 2906/204, 2913/204, 2914/204, 2926/204	Quantitative Techniques	3 Hours
		222.	2906/304, 2914/304, 2927/304	Human Resource Management	3 Hours
		223.	2907/204	Quantitative Techniques	3 Hours
		224.	2908/302, 2909/302	Labour & Industrial Relations	3 Hours
		225.	2909/202	Road Transport Economics [E-paper]	3 Hours
		226.	2912/105, 2918/105	Fauna, Flora and Touristic Geography	3 Hours
		227.	2912/203	Tour Operations	3 Hours
		228.	2912/302	Tourism Policy and Planning	3 Hours
		229.	2913/304	Management of Information systems and Services [E-paper]	3 Hours
		230.	2918/204	Astronomy	3 Hours
		231.	2920/102B	Computer Applications I - Paper 2 (Practical)	1 Hour
		232.	2920/203	Object Oriented Programming	3 Hours
		233.	2921/105	Global Petroleum, Gas and Oil Markets & Global Environmental and Emerging Issues	3 Hours
		234.	2922/204, 2925/204, 2927/204	Quantitative Techniques	3 Hours
		235.	2925/305	Shipping Finance	3 Hours
		236.	2927/106	First Aid in Disaster Management	3 Hours
		237.	2928/104, 2929/104, 2930/104	Communication Skills	3 Hours
		238.	2928/207, 2929/207, 2930/207	Media and Society [E-paper]	3 Hours
		239.	2928/307	Advanced Editing	3 Hours
		240.	2929/307	Broadcast Presentation Skills [E-paper]	3 Hours
		241.	2930/307	Editing for Online Journalism [E-paper]	3 Hours
DAY 7 TUESDAY 28 TH JULY 2026 8:00 AM	BTEP	242.	0801/203, 0802/203, 0803/203	Book-keeping	2½ Hours
		243.	1804/302, 1805/302	Business Finance	3 Hours
		244.	2804/302	Financial Accounting	3 Hours
		245.	2805/302	Lending	3 Hours
		246.	3806/102	Management Consultancy & Research Methodology	3 Hours
		247.	3806/202	Operations Research	3 Hours
		248.	3808/203	Training and Development	3 Hours
		249.	3813/101	Collection Management	3 Hours
		250.	3814/202	Production Management	3 Hours
		251.	3813/204, 3817/204	Consultancy and Legal Aspects of Information	3 Hours
		252.	3817/101	Records Management	3 Hours
	S & G	253.	1361	Elements of HRM	2½ Hours
		254.	2341B	Information Communication Technology II (Practical)	2 Hours
		255.	3012	Computerized Audio Document Processing III	3 Hours
		256.	3022	Auditing III	3 Hours

DAY, DATE & TIME	EXAMINATION	SUBJECT CODE & NAME			DURATION
		257.	3062	Business Kiswahili III	3 Hours
		258.	3341B	Information Communication Technology III (Practical)	2 Hours
	S & G/TVET	259.	3176, 2902/305	Strategic Planning in Sales and Marketing	3 Hours
		260.	3305, 2903/304	International Purchasing	3 Hours
		261.	3312, 2906/203	Supply and Transport Management	3 Hours
		262.	3352, 2906/302	Labour and Industrial Relations	3 Hours
		263.	1902/203, 1908/203	Book-keeping and Accounts	3 Hours
	TVET	264.	1903/204, 1906/204, 1909/204, 1922/204, 1923/204, 1924/204, 1926/204	Business Law [E-paper]	3 Hours
		265.	1907/106	Business Law [E-paper]	3 Hours
		266.	1913/202	Archives Operations	3 Hours
		267.	1918/205, 1919/205	Customer Care	3 Hours
		268.	1920/104	Mathematics	3 Hours
		269.	1920/203	Structured Programming	3 Hours
		270.	1925/106	Commercial Shipping Geography	3 Hours
		271.	1925/204	Law of Carriage	3 Hours
		272.	2901/206	Commercial and Administrative Law	3 Hours
		273.	2902/103B, 2903/103B, 2906/103B, 2907/103B, 2909/103B, 2912/103B, 2913/103B, 2914/103B, 2918/103B, 2921/103B, 2922/103B, 2925/103B, 2926/103B, 2927/103B, 2928/103B, 2929/103B, 2930/103B	Information Communication Technology (Practical)	1 Hour
		274.	2902/204, 2908/204, 2909/204, 2920/204	Quantitative Methods	3 Hours
		275.	2903/205, 2907/205, 2914/205, 2925/205, 2926/205	Principles and Practice of Marketing	3 Hours
		276.	2908/304	Accounting and Control	3 Hours
		277.	2912/204	Tourism Accounting	3 Hours
		278.	2912/306	Tourism Product Development	3 Hours
		279.	2918/205	Human Relations [E-paper]	3 Hours
		280.	2920/105	Operating Systems	3 Hours

DAY, DATE & TIME	EXAMINATION	SUBJECT CODE & NAME			DURATION
DAY 8 WEDNESDAY 29 TH JULY 2026 8:00 AM		281.	2920/301	Data Communication and Networking	3 Hours
		282.	2921/205	Depot Safety and Security	3 Hours
		283.	2921/304	Petroleum Dispensing Site Design	3 Hours
		284.	2922/205B	Project Management Information Systems - Paper 2 (Practical)	1 Hour
		285.	2926/302	Reward Management	3 Hours
		286.	2927/306	Legal Issues in Relation to Disaster Management	3 Hours
	BTEP	287.	1804/303	Cost Accounting	3 Hours
		288.	1805/303	Elements of Banking	3 Hours
		289.	2804/303	Business Finance	3 Hours
		290.	2805/303	Investment	3 Hours
		291.	2814/203	Communication and Information Technology	3 Hours
		292.	2814/303	Legal Aspects of Small Business Practice	3 Hours
		293.	2815/203	Management Practice	3 Hours
		294.	2815/303	Legal Aspects of Shipping	3 Hours
		295.	3801/201B	Computer Applications (Practical)	2 Hours
		296.	3806/203	Strategic Marketing Management	3 Hours
		297.	3808/204	Reward Management	3 Hours
		298.	3813/102, 3817/102	Reprography and Conservation of Information	3 Hours
		299.	3814/203	Marketing	3 Hours
	S & G	300.	1163	Introduction to Law	2½ Hours
		301.	2282	Statistics	3 Hours
		302.	3093	Commercial and Administrative Law	3 Hours
	S & G/TVET	303.	3331, 2901/301	Computerized Document Processing III	3 Hours
	TVET	304.	1901/104B	Information Communication Technology I - Paper 2 (Practical)	1 Hour
		305.	1901/205, 1902/205, 1903/205, 1906/205, 1907/205, 1909/205, 1923/205, 1924/205, 1926/205	Economics	3 Hours
		306.	1903/102, 1906/102, 1922/102, 1923/102, 1926/102	Business Calculations & Statistics	3 Hours
		307.	1909/102, 1916/102	Business Calculations & Statistics	3 Hours
		308.	1913/203	Preservation and Conservation of Information	3 Hours
		309.	1920/103	Basic Electronics	3 Hours
		310.	1922/205	Resource Mobilization [E-paper]	3 Hours
		311.	1924/102, 1925/102	Business Calculations	3 Hours
		312.	1925/205	Ports and Terminals	3 Hours
		313.	2901/109B	Information Communication Technology I - Paper 2 (Practical)	1 Hour
		314.	2902/205	Public Relations [E-paper]	3 Hours
		315.	2906/205	Commercial and Administrative Law	3 Hours
		316.	2908/202	Labour and Industrial Law	3 Hours

DAY, DATE & TIME	EXAMINATION	SUBJECT CODE & NAME			DURATION
		317.	2912/207	Travel Agency	3 Hours
		318.	2913/203	Library Management [E-paper]	3 Hours
		319.	2920/102A	Computer Applications I - Paper 1 (Theory)	2 Hours
		320.	2920/205	Visual Programming	3 Hours
		321.	2921/206	Customer Service and Operating Procedures	3 Hours
		322.	2922/205A	Project Management Information Systems - Paper 1 (Theory)	2 Hours
		323.	2925/106	Law of Carriage	3 Hours
		324.	2925/202	Environmental Aspects of Shipping	3 Hours
		325.	2926/101	Fundamentals of Human Resource Management [E-paper]	3 Hours
		326.	2928/208, 2929/208, 2930/208	Feature Writing	3 Hours
DAY 9 THURSDAY 30 TH JULY 2026 8:00 AM	BTEP	327.	0801/205, 0802/205, 0803/205	Support Subjects	2½ Hours
		328.	1804/304	Auditing	3 Hours
		329.	1805/304	Foreign Exchange and Exchange Control	3 Hours
		330.	2804/304	Auditing	3 Hours
		331.	2805/304	Accountancy	3 Hours
		332.	3806/103, 3813/103, 3817/103	Information Communication Technology	3 Hours
		333.	3806/204	Management Accounting	3 Hours
		334.	3808/205	Employee Relations	3 Hours
	S & G	335.	3814/204	Human Resource Management	3 Hours
		336.	1193	Office Organization	2½ Hours
	S & G/TVET	337.	2132	Economics	2½ Hours
		338.	2332, 1901/201, 2901/201	Computerized Document Processing II	2½ Hours
		339.	3103, 2903/305, 2906/305, 2907/305, 2926/305	Managerial Accounting	3 Hours
	TVET	340.	1901/103, 1903/103, 1906/103, 1907/103, 1909/103, 1923/103, 1926/103	Commerce	3 Hours
		341.	1907/204	Business Administration and Environment	3 Hours
		342.	1913/103B	Computer Applications in Information - Paper 2 (Practical)	2 Hours
		343.	1913/204	Mail and Courier Service	3 Hours
		344.	1916/204, 1923/201, 1925/201	Fundamentals of Management & Environment	3 Hours
		345.	1918/103/1, 1919/103/1	French I (Written)	3 Hours
		346.	1918/106/1, 1919/106/1	German I (Written)	3 Hours
		347.	1918/206, 1919/206	Fauna, Flora and Environmental Studies	3 Hours
		348.	2901/304B	Information Communication Technology III - Paper 2 (Practical)	1 Hour

DAY, DATE & TIME	EXAMINATION	SUBJECT CODE & NAME			DURATION
		349.	2909/102	Clearing & Forwarding	3 Hours
		350.	2909/205	Law of Business and Carriage	3 Hours
		351.	2909/304	Management Accounting	3 Hours
		352.	2914/107	Business Start-Up Procedures	3 hours
		353.	2920/202A	Computer Applications II - Paper 1 (Theory)	2 Hours
		354.	2920/302	Management Information Systems	3 Hours
		355.	2921/204	Petroleum Environment, Health and Safety Management Systems	3 Hours
		356.	2921/305	Petroleum Site Best Practices and Brand Management	3 Hours
		357.	2922/106	Project Financing	3 Hours
		358.	2925/101	Introduction to Shipping	3 Hours
		359.	2925/306	Multi-Modal Transport Logistics	3 Hours
DAY 10 FRIDAY 31 ST JULY 2026 8.00 AM	BTEP	360.	1805/305	Communication and Report Writing	3 Hours
		361.	2805/306	Finance of International Trade: Payments & Services	3 Hours
		362.	2814/202	Managing Small Business Enterprises [E-paper]	3 Hours
		363.	2814/302	Production Management & Quantitative Methods	3 Hours
	S&G	364.	1042	Communication Skills I	2½ Hours
		365.	2042	Communication Skills II	3 Hours
	TVET	366.	1901/105	Communication Skills I	3 Hours
		367.	1901/203	Communication Skills II	3 Hours
		368.	1902/105, 1903/105, 1906/105, 1907/105, 1909/105, 1913/105, 1916/105, 1918/105, 1919/105, 1920/105, 1922/105, 1923/105, 1924/105, 1925/105, 1926/105	Communication	3 Hours
		369.	2908/205	Public Relations [E-paper]	3 Hours
		370.	2907/201	Co-operative Law	3 Hours
		371.	2909/301	Road Transport Policy and Planning [E-paper]	3 Hours
		372.	2912/206/1, 2918/206/1	French II (Written)	3 Hours
		373.	2912/208/1, 2918/208/1	German II (Written)	3 Hours
		374.	2912/305/1, 2918/305/1	French III (Written)	3 Hours
		375.	2912/307/1, 2918/307/1	German III (Written)	3 Hours
		376.	2913/202	System Analyses and Design	3 Hours
		377.	2913/302	Marketing of Information Services	3 Hours
		378.	2914/202	Commercial Practices	3 Hours
		379.	2920/202B	Computer Applications II - Paper 2 (Practical)	1 Hour
		380.	2920/304	Internet Based Programming	3 Hours
		381.	2921/207	Inventory Management	3 Hours
		382.	2921/306	Petroleum Projects Management	3 Hours
		383.	2925/201	Cargo and Terminal Operations	3 Hours
		384.	2925/302	Clearing and Forwarding	3 Hours

DAY, DATE & TIME	EXAMINATION	SUBJECT CODE & NAME			DURATION
DAY 11 MONDAY 3 RD AUGUST 2026 8.00 AM		385.	2927/205	Resource Mobilization and Financing of Disaster Management	3 Hours
		386.	2927/305	Risk Management for Disaster Mitigation	3 Hours
	BTEP	387.	3801/205	Company Secretarial Practice	3 Hours
		388.	3813/104A, 3817/104A	Automation in Information Systems Paper 1 (Theory)	1 Hour
	S & G	389.	1062	Business Kiswahili I	2½ Hours
		390.	1292	Storekeeping I	2½ Hours
		391.	2292	Storekeeping II	2½ Hours
	TVET	392.	1925/101	Introduction to Shipping	3 Hours
		393.	2901/109A	Information Communication Technology I - Paper 1 (Theory)	2 Hours
		394.	2901/205A	Information Communication Technology II - Paper 1 (Theory)	1 Hour
		395.	2901/304A	Information Communication Technology III - Paper 1 (Theory)	2 Hours
		396.	2902/101	Principles and Practice of Selling	3 Hours
		397.	2903/102, 2906/102, 2907/102, 2909/203, 2914/102, 2922/102, 2925/102, 2926/102, 2927/102	Financial Accounting	3 Hours
		398.	2909/101	Road Transport Management	3 Hours
		399.	2912/101, 2918/101	Fundamentals of Tourism	3 Hours
		400.	2913/101	Collection Management	3 Hours
		401.	2913/207	Organization and Retrieval of Information	3 Hours
		402.	2914/301	Production and Operations Management	3 Hours
		403.	2921/101	Applied Science and Mathematics	3 Hours
		404.	2926/207	Labour Economics	3 Hours
		405.	2928/101, 2929/101, 2930/101	Introduction to Mass Communication	3 Hours
		406.	2928/201, 2929/201, 2930/201	Investigative Journalism	3 Hours
		407.	2928/301, 2929/301, 2930/301	Freelance Journalism	3 Hours
DAY 12 TUESDAY 4 TH AUGUST 2026 8.00 AM	BTEP	408.	2815/202	Freight Clearing, Forwarding and Insurance	3 Hours
		409.	2815/302	Shipping Economics & International Trade	3 Hours
		410.	3801/206	Human Resource Management	3 Hours
		411.	3808/206	Personnel Administration	3 Hours
		412.	3814/206	Project Implementation and Evaluation	3 Hours
	S&G	413.	1032	Business Calculations I	2 Hours
		414.	2093	Commercial Law	2½ Hours
		415.	2252	Principles and Practice of Marketing	3 Hours
	S&G/TVET	416.	3174, 2902/203	Legal Aspects in Sales and Marketing	3 Hours
	TVET	417.	1918/204/1, 1919/204/1	French II (Written)	3 Hours
		418.	1918/208/1, 1919/208/1	German II (Written)	3 Hours
		419.	2901/110	Communication I	3 Hours

DAY, DATE & TIME	EXAMINATION	SUBJECT CODE & NAME			DURATION
		420.	2901/204	Communication II [E-paper]	3 Hours
		421.	2902/104, 2912/104, 2918/104, 2920/104, 2921/104	Communication	3 Hours
		422.	2903/104, 2906/104, 2907/104, 2909/104, 2913/104, 2914/104, 2922/104, 2925/104, 2926/104, 2927/104	Communication Skills	3 Hours
		423.	2914/302	Consultancy in Medium and Small Enterprises	3 Hours
		424.	2922/201	Project Quality Management	3 Hours
		425.	2922/304	Legal Issues in Project Management	3 Hours
		426.	2926/202	Human Resource Development	3 Hours
		427.	2928/204, 2929/204, 2930/204	Advanced News Writing and Reporting	3 Hours
		428.	2928/304	Typographic Design	3 Hours
		429.	2929/304	Broadcast Equipment and Studio Operations [E-paper]	3 Hours
	430.	2930/304	Digital Content Production [E-paper]	3 Hours	
DAY 13 WEDNESDAY 5 TH AUGUST 2026 8.00 AM	BTEP	431.	1804/305	Taxation	3 Hours
		432.	2814/301	Sectoral Based Operations [E-paper]	3 Hours
		433.	2815/201	Port Operations	3 Hours
		434.	3801/202	Public Relations	3 Hours
	S & G	435.	1223	Foundations of Accounting	3 Hours
		436.	3302	Supplies Management	3 Hours
		437.	3308	Purchasing Management	3 Hours
	S & G/TVET	438.	2262, 1901/106	Secretarial Duties [E-paper]	3 Hours
		439.	3175, 2902/301	International Marketing	3 Hours
	TVET	440.	1902/201	Consumer Behaviour [E-paper]	3 Hours
		441.	1906/202	Human and Public Relations	3 Hours
		442.	1918/201	Tour Operations	3 Hours
		443.	1919/201	Travel Operations	3 Hours
		444.	2902/103A, 2903/103A, 2906/103A, 2907/103A, 2909/103A, 2912/103A, 2913/103A, 2914/103A, 2918/103A, 2921/103A, 2922/103A, 2925/103A, 2926/103A, 2927/103A, 2928/103A, 2929/103A, 2930/103A	Information Communication Technology (Theory)	2 Hours

DAY, DATE & TIME	EXAMINATION	SUBJECT CODE & NAME			DURATION
		445.	2903/201	Purchasing Management	3 Hours
		446.	2907/301	Public Relations [E-paper]	3 Hours
		447.	2914/305	Strategic Management for Small and Medium Enterprises	3 Hours
		448.	2922/305	Fundamentals of Strategic Management	3 Hours
		449.	2928/203, 2929/203, 2930/203	Media Convergence and Journalism	3 Hours
		450.	2928/303, 2929/303, 2930/303	Photography for Journalism	3 Hours
DAY 14 THURSDAY 6 TH AUGUST 2026 8.00 AM	BTEP	451.	3801/201A	Computer Applications (Theory) [E-paper]	1 Hour
	S & G	452.	3808/201	Fundamentals of Human Resource Management	3 Hours
		453.	1192	Office Procedures I	2 Hours
		454.	2192	Office Procedures II	2½ Hours
		455.	3152	Financial Management III	3 Hours
		456.	3173	Sales Management	3 Hours
		457.	3313	Clearing and Forwarding	3 Hours
	S & G\TVET	458.	3309, 2903/202	Public Procurement and Finance	3 Hours
	TVET	459.	1908/201	Practice of Human Resource Management	3 Hours
		460.	1909/202	Basic Motor Vehicle Care and Servicing [E-paper]	3 Hours
		461.	1913/106	Quantitative Methods	3 Hours
		462.	1918/202, 1919/202	Touristic Geography	3 Hours
		463.	1923/203	Supplies Operations	3 Hours
		464.	2902/201	Sales Management	3 Hours
		465.	2903/107	Warehousing Operations and Stock Control	3 Hours
		466.	2912/102, 2918/102	Tour Guiding and Travel Operations	3 Hours
		467.	2914/303	Small and Micro Enterprises Financial Management	3 Hours
		468.	2918/202	Recreation Guiding	3 Hours
		469.	2920/101	Introduction to Information Communication Technology and Ethics	3 Hours
		470.	2920/201	Systems Analysis and Design	3 Hours
		471.	2922/101	Fundamentals of Project Management	3 Hours
		472.	2922/202	Project Procurement and Management	3 Hours
DAY 15 FRIDAY 7 TH AUGUST 2026 8.00 AM	BTEP	473.	3801/203	Strategic Office Administration and Management	3 Hours
		474.	3813/202	Publishing and Book Trade	3 Hours
		475.	3814/205	Consultancy and Counselling	3 Hours
	S & G\TVET	476.	2182, 1909/206	Office Administration and Management	3 Hours
		477.	3179, 2902/304	Financial Aspects of Marketing	3 Hours
	S & G	478.	2371	Business Finance	3 Hours
	TVET	479.	1903/203, 1906/203, 1926/203	Business Finance	3 Hours
		480.	1913/102	Information Resources	3 Hours
		481.	1923/206	Clerical Duties II	3 Hours
		482.	2903/203	Supply Management	3 Hours
		483.	2907/304	Auditing	3 Hours
		484.	2908/201	Theory and Practice of Human Resource Management [E-paper]	3 Hours
		485.	2909/201	Logistics and Physical Distribution	3 Hours

DAY, DATE & TIME	EXAMINATION	SUBJECT CODE & NAME			DURATION
		486.	2912/106, 2918/106	Touristic History	3 Hours
		487.	2912/202	Fundamentals of Hotel Operations	3 Hours
		488.	2918/203	Natural History of Invertebrates of East Africa [E-paper]	3 Hours
		489.	2918/302	Tourism Law	3 Hours
		490.	2925/304	Economics of Sea Transport and International Trade	3 Hours
		491.	2926/203	Labour Law	3 Hours
		492.	2927/105	Fire Disaster Management	3 Hours
		493.	2927/206	Procurement and Logistics Management [E-paper]	3 Hours

3.0 INSTRUCTIONS TO HEADS OF INSTITUTIONS, SUPERVISORS, INVIGILATORS AND CANDIDATES

SUPERVISORS ARE ASKED TO TAKE ALL NECESSARY STEPS TO ENSURE THAT THE FOLLOWING INSTRUCTIONS ARE BROUGHT TO THE NOTICE OF THE HEADS OF INSTITUTIONS AND CANDIDATES UNDER EXAMINATION.

3.1 *HEADS OF INSTITUTIONS* are advised to ensure that their students are carefully drilled on how to carry out the instructions given below and are aware of the penalties for irregularities or misconduct. Candidates are required to follow these instructions carefully.

3.2 GENERAL INSTRUCTIONS TO THE CANDIDATES

- 3.2.1 Avail yourself for searching outside the examination room **15 minutes** before the time fixed for the examination in the various papers. All sessions will start at **8.00 am**.
- 3.2.2 A candidate who arrives late will be required to give a satisfactory reason to the supervisor. Except in exceptional circumstances, a paper will not be given to any candidate who is more than **half an hour** late. Absolute punctuality is essential for certain papers, e.g., Shorthand.
- 3.2.3 If an examination paper for which you are not entered is handed to you, or if the questions indicate that other materials should also have been given out, speak to the supervisor at once.
- 3.2.4 Attend carefully to any general directions that may be given at the head of a paper, e.g., directions limiting the number of questions that should be answered.
- 3.2.5 Ensure that the question paper issued to you contains your personalized details, that is, your name and index number. As soon as you receive the question paper, sign and write the date in the spaces provided at the top of the rubric.
- 3.2.6 Write your responses in the spaces provided in the question paper as directed in the instructions. Where applicable, write on both sides of the paper, but do not use the margins. Begin the answer to each separate part of a question on a fresh line.
- 3.2.7 Write the number of the question clearly in the left-hand margin at the beginning of each answer. Do not copy the question. Be careful to use the same system of numbering as appears in the questions. Leave a blank line after the answer to each question.
- 3.2.8 Write your answers with **black or blue** ink. You may use a fountain pen or ball point pen. Pencils should only be used for diagrams. Remember that handwriting and spelling will be considered. Bring mathematical and drawing instruments for subjects for which they will be needed.
- 3.2.9 Read the questions carefully. Much time may be wasted in writing down information that is not asked for, and no marks are given for it.
- 3.2.10 Do not write so much upon one or two questions as to leave yourself not enough time to answer others which you are able to answer.
- 3.2.11 As soon as notice is given to stop, **ARRANGE YOUR SCRIPT IN THE CORRECT ORDER**.
- 3.2.12 Withdrawal from the examination should have been notified to the Council before any papers of the examination are taken.

3.3 CAUTIONS TO THE CANDIDATES

- 3.3.1 You are not allowed to leave the examination room before the end of the period allocated to the paper except by special permission of the supervisor. **NO CANDIDATE SO PERMITTED MAY TAKE A QUESTION PAPER OUT OF THE EXAMINATION ROOM.**
- 3.3.2 Do not leave a sheet of paper you have written on or your answers in such a position that another candidate can read them. You should not give or obtain unfair assistance, or attempt to do so, whether by copying or in any other way, and your work should not show proof of such unfair assistance.
- 3.3.3 No communication whatsoever in whatever manner between candidates or with outsiders is allowed during examination.
- 3.3.4 You are not allowed to have in your possession or in your proximity while in the examination room, any book, notes, papers or any other materials whatsoever except the correct question paper and any materials expressly authorised by the Kenya National Examinations Council.
- 3.3.5 You may only use mathematical tables printed by the Kenya National Examinations Council, and these should not contain any additional notes except the printed information. If you are using a slide ruler as permitted by the Regulations, it should not contain formulae or other data that may give you undue advantage over other candidates. If in doubt, check with the supervisor.
- 3.3.6 You must return immediately to the Supervisor any incorrect question paper given to you.
- 3.3.7 You must not take any used or unused writing paper out of the examination room. Any rough work must be done on the official answer paper and if not to be submitted with the answers, must be left on the desks to be collected by the supervisor and destroyed.
- 3.3.8 Disorderly conduct or the causing of disturbance in or near the examination room will be treated as a serious examination irregularity.
- 3.3.9 Note that **mobile phones** are prohibited in examination rooms and the examination centre. Any candidate caught in possession of a **mobile phone** will have his/her results cancelled.

3.4 PENALTY FOR EXAMINATION IRREGULARITIES

- 3.4.1 The **KNEC Act 2012** rules and regulations, offences and penalties stated in **sections 27 to 40** for cases of examination irregularities will apply. Some of the highlights in these sections state that:
 - 3.4.1.1 A candidate who commits an examination irregularity in any paper will have the results for the **WHOLE SUBJECT** cancelled. Such a candidate will not be entitled to a result and will be awarded result **"Y"** overall.
 - 3.4.1.2 If there is evidence of wide-spread irregularities in any centre, the whole examination results for the whole centre will be cancelled.
Any person who:
 - a) gains access to examination material and knowingly reveals the contents, whether orally or in writing, to an unauthorized party, whether a candidate or not will violate **section 27** and the penalty will be imprisonment for a term not exceeding **ten years**, or a fine not exceeding **two million shillings** or both.
 - b) wilfully and maliciously damages examination material will violate **section 30** and the penalty will be imprisonment for a term not exceeding **two years** or a fine not exceeding **five million shillings** or both.
 - c) is not registered to take a particular Council's examination but, with intent to **impersonate**, presents or attempts to present himself to take the part of an enrolled candidate, shall be guilty of an offence and liable to imprisonment for a term not exceeding **one year** or a fine not exceeding **two million shillings** or both and shall be prohibited from taking an examination conducted by or on behalf of the Council for a period of **three years**.
- 3.4.2 Candidates are therefore strongly advised not to engage in any examination malpractice that may lead to any of the above actions taken against them.

THE CHIEF EXECUTIVE OFFICER