



EXAMINATIONS OFFICE
ZETECH BUSINESS AND TECHNICAL INSTITUTE
INTERNAL MEMO

FROM: EXAMINATIONS OFFICE

REF: ZBTI/25/EXM/MEMO/VOL.1/027

TO: ALL KNEC STUDENTS

DATE: 2/06/2023

SUBJECT: KNEC NOVEMBER 2023 EXAM SERIES BOOKING DEADLINE

This is to notify you that **KNEC November 2023 Exam series** is open for booking, starting from **today Friday 2nd June 2023**. The **deadline** for meeting all the requirements for booking is on **7th July 2023**. Students who do not meet the stated deadline will not be registered.

The eligible candidates are the January 2023 Intake (Module 1) and those who will have completed their respective number of terms as per their course.

Kindly confirm your **eligibility** with your respective department **before you start** the booking process. Follow the procedure below to book your exams.

The procedure for booking is as follows:

1. Read this memo carefully and identify the amount you are supposed to pay from the revised charges dated 2023.
2. Obtain KNEC exam booking form from the website at www.zetech.ac.ke academics tab (<https://www.zetech.ac.ke/exam-booking-and-booking-forms/>) or at the campus tuck-shop.
3. **Fill the forms correctly and completely and attach the relevant documents** (Module 1 – Previous KNEC Result Slip, Internal result slips, Birth Certificate, ID; Module II and III previous result slip only for both KNEC and ZBTI internal exams).
4. Present the forms to the **HOD, Exams Officer** respectively for verification and signing.
5. Make payment using the usual modes of payments i.e., Bank deposit or Mpesa
6. Present the forms to **Accountant** for verification of payment and signing.
7. Submit the forms duly signed by you, HoD, Exams Officer and Accountant to the Departmental Administrator and sign the Submission Register.

Kindly note that you can access the memo and charges via the notice boards, ZDS portal in the News and Announcement section, on our website and in your Whatsapp groups. For more information, get in touch with your Departmental Admin. For any inquires on November 2023 Exam series, don't hesitate to reach the Exams Office via 0794 588 145.


Genevieve Ombunda

Examinations Officer

CC: Registrar Academic Affairs, Registrar Academic, HOD-ZBTI.

