




Mwalimu Towers 1st Floor Hill Lane, Off Mara Road - Upperhill P.O. Box 23733 - 00100 Nairobi Kenya-00100 GPO Tel: +254799016630 Email: info@hrmpeb.or.ke
Website: https://hrmpeb.or.ke/

AUTHORITY TO SIT FOR EXAMINATION /TIMETABLE

Registration No:
RHS242

Name and ID Number
FIONA MUENI MUTIE
36841093



Booking Date
16 OCTOBER 2023

Examination Sitting
NOV2023

Examination Centre
Kenya Methodist University -
Nairobi CBD

RCHRP Examination Details

Paper	Description	Day	Date	Start Time	End Time
RCHRP13	Organization Development and Transformation	Wednesday	22/11/2023	2:00 PM	5:00 PM
RCHRP10	Performance Management and Productivity	Thursday	23/11/2023	2:00 PM	5:00 PM
RCHRP14	Strategic Management for HR Practioners	Friday	24/11/2023	9:00 AM	12:00 PM
RCHRP16	Human Resource Consultancy and Advisory	Tuesday	28/11/2023	9:00 AM	12:00 PM

You have been entered for the above examination at the designated examination centre and for the paper(s) indicated. Your attention is drawn to " **INSTRUCTIONS TO CANDIDATES** " relating to the conduct of the candidates during the examinations as outlined in the next page of this document.

FIONA MUENI MUTIE

P.O BOX 1487
90100

ISSUED BY: DR. LEONARD KIRAGU PhD.

FOR: SECRETARY/CHIEF EXECUTIVE OFFICER



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INSTRUCTIONS TO CANDIDATES

1. Each Examination day has two examination sessions with each session taking three hours. Morning session: 9.00 a.m. to 12.00 p.m. Afternoon session: 2.00 p.m. to 5.00 p.m.
2. Candidates are required to present themselves for the examination at least thirty (30) minutes before the examination commencement time. See timetable for examination start and end time.
3. No candidate will be permitted to take the examination after the lapse of thirty (30) minutes from the commencement of the examination.
4. Candidates will neither be permitted to leave the examinations room until after the end of the first 30 minutes following the commencement of the examination nor will candidates be allowed to leave the examinations room during the last 20 minutes of the examination session.
5. **EXAMINATION SITTING REQUIREMENTS:** Candidates will be required to produce their;
 - i Printed copy of Examination sitting Timetable. The timetable should be printed in colour
 - ii Original National Identity Cards/Valid Passport
 - iii HRMPEB Student Identification Card.
 - iv Candidates who do not have the aforementioned two identification documents (ii & iii) will be required to avail other acceptable identification documents
6. Stationery will be provided; however, candidates must bring their own pens, pencils, rulers and calculators. Only noiseless, cordless and non- programmable calculators are allowed.
7. No candidate is allowed to carry away any extra writing material or question papers from the examination room.
8. Candidates will be required to write their HRMPEB Student registration number in the space provided on the answer booklets. Each candidate has a registration number assigned at the time of registration.
9. Candidates **MUST NOT** write their names on the answer booklet as this will amount to examination malpractice. Equally, candidates shall not write their names, registration numbers, notes, formulas or any other material on time tables or question papers.
10. Any notes, printed papers, books are not allowed in the examination room during examination. Candidates must leave any such documents outside the examination room.
11. Any unauthorized materials should be handed over to the Chief Invigilator before the candidates take their seats.
12. Candidates should check and ensure that they have all the pages comprising the question paper.
13. candidates are required to make sure that they have been issued with the correct examination question paper.
14. Strict silence should be observed during examinations.
15. Candidates **MUST NOT** collude in the examinations room by exchanging notes or keeping the answer booklet in such a way that another candidate can read or copy from the booklet.
16. Chewing is not allowed in the examination room.
17. Candidates **MUST NOT** write any information on any part of their body parts or clothes.

NOTE:

Candidates are expected to comply with the outlined examination instructions/rules and regulations as they exist or maybe reviewed from time to time. Non-compliance will amount to examination malpractice.