



EXAMINATIONS OFFICE

ZETECH BUSINESS AND TECHNICAL INSTITUTE

INTERNAL MEMO

FROM: EXAMINATIONS OFFICE

REF: ZU/7/EXM/MEMO/VOL.2/16

TO: ALL KNEC STUDENTS

DATE: 21/06/2021

SUBJECT: KNEC NOVEMBER 2021 EXAM SERIES BOOKING DEADLINE

This is to notify you that **KNEC November 2021 Exam series** is open for booking, starting from **MONDAY 21ST JUNE 2021**. The **deadline** for meeting all the requirements for booking is on **15th July 2021**. Kindly confirm your **eligibility** with your respective department **before you start** the booking process. Follow the procedure below to book your exams.

Students who do not meet the stated deadline will not be registered.

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 2021.
2. Obtain KNEC exam booking form from the website at www.zetech.ac.ke academics tab or at the campus tuck-shop.
3. Make payment using the usual modes of payments i.e. Bank deposit or Mpesa
4. **Fill the forms correctly and completely and attach the relevant documents** (Module 1 – Previous Result Slip, Birth Certificate, ID, and Module II and III previous result slip only).
5. Present the forms to the **HOD and accountant** respectively for signing.
6. Submit the forms duly signed by you, HoD 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 2021 Exam series, don't hesitate to reach the Exams Office via 0731 389 461.

Genevieve Ombunda

Assistant Examinations Officer

CC: DVC ARES, Registrar Academics, Director ZBTI.

