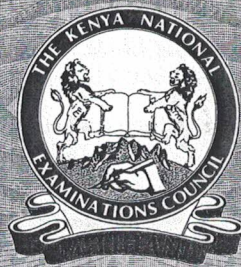


The Kenya National Examinations Council



Higher Diploma

IN BUSINESS TECHNICAL EDUCATION PROGRAMME (TEP)

This is to certify that the candidate named below sat for the Business TEP Higher Diploma examination in the subjects named below and was awarded this Higher Diploma. The candidate attained the grades shown below:

3801/2 HIGHER DIPLOMA IN SECRETARIAL MANAGEMENT

ELIZABETH NZILANI MAITHYA INDEX NO. 401001/311 *F*

401001 KENYA POLYTECHNIC I

| SUBJECT | GRADE |
|---|-----------|
| 201 COMPUTER APPLICATIONS | 3 (THREE) |
| 202 PUBLIC RELATIONS | 3 (THREE) |
| 203 STRATEGIC OFFICE ADMINISTRATION AND MANAGEMENT | 2 (TWO) |
| 204 BUSINESS AND ITS ENVIRONMENT | 3 (THREE) |
| 205 COMPANY SECRETARIAL PRACTICE | 4 (FOUR) |
| 206 HUMAN RESOURCE MANAGEMENT | 4 (FOUR) |
| 207 COURSE SPECIALISATION & ENTREPRENEURSHIP PROJECTS | 3 (THREE) |

SUBJECTS NAMED (SEVEN)

PAPERS PASSED (SEVEN)

OVERALL RESULT : PASS-W-CREDIT

NOVEMBER 2010 SERIES

DATE PRINTED : 09-NOV-2011

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mbha
7/10/2011
DIRECTOR
QUALITY ASSURANCE STANDARDS
MINISTRY OF EDUCATION
P.O. Box 30426 - 00100
TEL: 318581
NAIROBI

Secretary
Kenya National Examinations Council



Chairman
Kenya National Examinations Council

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HD/BTEP 0002598



(See overleaf for conditions of issue)

HD/BTEP: NOTES

1.0 CONDITIONS FOR THE AWARD OF HIGHER DIPLOMA CERTIFICATE

1.1 Higher Diploma awarded to candidates for the examination show:

- (a) the name of the candidate;
- (b) the candidate's index number;
- (c) the name of the institution;
- (d) all the subjects taken by the candidate in the examination;
- (e) attainment in each of the subjects taken (Grades 1 to 6);
- (f) the year of the examination.

1.2 Attainment in a subject is indicated by a grade of which Grade 1 is the highest and Grade 6 the lowest.

| GRADE | CATEGORY |
|-------|-------------|
| 1 | Distinction |
| 2 | |
| 3 | Credit |
| 4 | |
| 5 | Pass |
| 6 | |

1.3 E which signifies exemption for a candidate with an equivalent qualification in the subject from another examinations where applicable.

1.4 Overall performance denoted as:

PASS with DISTINCTION

PASS with CREDIT

PASS

1.5 Any candidate who repeats and passes will be awarded an overall PASS irrespective of the aggregate points.

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adha
7/12/22
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2.0 CONDITIONS OF ISSUE

This certificate is and remains the property of the KNEC at all times and is issued on the following conditions:

- 2.1 any alteration to this certificate renders it invalid;
- 2.2 this certificate must be surrendered to the KNEC on request;
- 2.3 declining a grade shown on this certificate renders it invalid and must then be returned to the KNEC for cancellation;
- 2.4 use of an altered certificate constitutes a criminal offence.

3.0 CONFIRMATION OF RESULTS

If confirmation or clarification of any detail recorded on this certificate is required, please write to the Council Secretary, KNEC, Box 73598-00200, Nairobi, Kenya.

