

The Kenya National Examinations Council



CTW
19
2013
DIRECTOR
QUALITY ASSURANCE AND STANDARDS
MINISTRY OF EDUCATION
P.O. Box 30426-00100,
TEL: 318581
NAIROBI

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:

401108/016 GAUDENCIA MASINGU

401108 TEMPLE BUSINESS INSTITUTE

3801/2 HIGHER DIPLOMA IN SECRETARIAL MANAGEMENT

SUBJECT	GRADE
201 COMPUTER APPLICATIONS	6 (SIX)
202 PUBLIC RELATIONS	3 (THREE)
203 STRATEGIC OFFICE ADMINISTRATION AND MANAGEMENT	5 (FIVE)
204 BUSINESS AND ITS ENVIRONMENT	4 (FOUR)
205 COMPANY SECRETARIAL PRACTICE	5 (FIVE)
206 HUMAN RESOURCE MANAGEMENT	3 (THREE)
207 COURSE SPECIALISATION & ENTREPRENEURSHIP PROJECTS	4 (FOUR)

NOVEMBER 2013 SERIES

OVERALL RESULT: PASS

DATE PRINTED: 01-Aug-2014

Secretary

Kenya National Examinations Council



Chairman

Kenya National Examinations Council

This is a secure document using special paper and inks. Please hold it up to the light to verify that the word MITIHANI and the "GENUINE" embedded thread can be seen through the paper. This document is not valid without a hologram.

HD/BTEP 0005887



(See overleaf for conditions of issue)

D/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	

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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.

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.

H01BTEP

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