

INTERNAL MEMO

FROM: Director	To: All Students
REF: MOTI/KIHBT/27/Vol.12/41	Date: 7 th Oct 2020

REGISTRATION FOR RESCHEDULED JULY 2020 KNEC EXAMINATIONS

Following the planned re-opening of the institute on **26th Oct 2020**, all students are notified that the KNEC examinations that were to take place in **July 2020**, are now planned to take place in **January 2021**.

In view of the forgoing, all students (both regular and referrals) who were scheduled to sit these examinations are advised as follows:

1. End of term examinations which were to be held in **March 2020** will be held starting **9th November 2020**. The results of these examinations form part of the Course Work Assessment (CWA) marks submitted to KNEC. Students who miss CWA marks will be awarded an overall score of C.R.N.M and will be required to repeat the respective module.
2. The names as well as the photo album of students who submitted the required registration documents is available at the downloads section of the institutes' website www.kihbt.ac.ke
3. Queries regarding the above should be emailed to exams2021@kihbt.ac.ke not later than **Friday 16th October 2020**, stating the issue as well as the students Admission No, Name, Mobile No and Index No. Where the passport photo needs to be replaced, it should also be attached. Referral candidates **MUST** attach a copy of the payment receipt.
4. Queries from students missing from the list due to misconduct during past examinations will **NOT** be entertained nor acknowledged.
5. In person queries will be taken at the Plant School office on **Tuesday 27th Oct 2020** from 9:00am to 12:00noon and 2:00pm to 3:00pm, such queries should have previously been emailed to the above address.
6. Mandatory confirmation of names in the provisional roll by **ALL** candidates will take place on **Wednesday 28th Oct 2020** at the Building & Civil engineering (BCE) block (Nairobi Campus Students) and the Ngong Campus Examination Office (Ngong Campus Students) from **10:00 am to 3:00PM**. Only students who participate in this exercise will be included in the final roll.

To qualify for the confirmation exercise, a student **MUST** have paid **ALL** fees due to the institute for the Term beginning on **26th Oct 2020** as follows:

- 1) The fee payable by all students who commenced their studies in January 2020 is the fee of **May 2020** in the attached fees structure.
- 2) Students who were recalled in the course of Term 1 2020 (Diploma TEP Y3 and Modular Craft) is the same fees they were to pay in Term 1 2020.

Fees should be paid through the institutes' account no **01020000832200**, National Bank of Kenya, Harambee Avenue Branch.

Additional Information:

The institute will offer accommodation to all students but preference will be given First Year students at a fee of Ksh 17,000/= on a first come first served basis.



Eng. M.S. Nabende

Director – KIHBT

