



Ministry of Higher and Tertiary Education, Science and Technology

Kwekwe Polytechnic

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"Beyond the Information Given"

*Please address all correspondence to
The Principal*

Office Management Department

REGISTRATION DETAILS FOR HEXCO EXAMINATIONS OCTOBER/NOVEMBER 2020 SESSION

Course	Course Code	Level	Subject	Ref	Subject Code	Theory or Practical	Exam Fee RTGSS
Secretarial	361/19/CO/0	NC	National Studies	1	401/18/S01	Theory	80.00
			ESD	2	402/18/S02	Theory	80.00
			Basic Communication	3	310/18/S01	Theory	80.00
			Basic Accounts	4	310/18/S02	Theory	80.00
			Office Procedures	5	361/19/S03	Theory	80.00
			Computer Operation & Packages	6	361/19/S05A/B	Practical	100.00
			Shorthand 60 Wpm	7	361/19/S06A/B	Practical	100.00
			Word Processing 35 Wpm	8	361/19/S07	Practical	100.00
			Skills Proficiency	9	361/19/S08	Practical	100.00
			Registration Fee				100.00
			Centre Fee				125.00
			Total Examination Fees				-

Secretarial	552/15/CO/0	ND1	Business Communication	1	500/15/S01	Theory	100.00
			Financial Accounting 1	2	500/15/S03	Theory	100.00
			Human Resources Mgt 1	3	526/15/S01	Theory	100.00
			Word Processing 50 Wpm	4	552/15/S01	Practical	120.00
			Shorthand 80 Wpm	5	552/15/S02	Practical	120.00
			Secretarial Duties	6	552/15/S03	Theory	100.00
			Business Economics	7	552/15/S04	Theory	100.00
			Skills Proficiency	8	361/19/S08	Practical	120.00
			Registration Fee	9			150.00
			Centre Fee	10			125.00
			Total Examination Fees	-			1135.00
Secretarial	552/15/CO/0	ND3	Research Methods	1	500/15/S15	Practical	120.00
			Public Relations	2	526/15/S02	Theory	100.00
			Human Resources Mgt 2	3	526/15/S03	Theory	100.00
			Corporate Communication	4	552/15/S05	Theory	100.00
			Secretarial Practice	5	552/15/S06	Theory	100.00
			Advanced Computer Application	6	552/15/S07	Practical	120.00
			Shorthand 100 Wpm	7	552/15/S09	Practical	120.00
			Skills Proficiency	8	552/19/11	Practical	120.00
			On Job Education and Training(OJET)	9	308/19/S10	Practical	120.00
			Registration Fee	11			150.00
			Centre Fee	12			125.00
			Total Examination Fees				1175.00

REQUIREMENTS FOR REGISTRATION NATIONAL CERTIFICATE LEVEL

Please attach certified copies of;

- National Identity Document
- Birth Certificate
- O-Level Certificates (Result slips are not accepted).
- NC1 transcript (For NC3 Candidates)

NATIONAL DIPLOMA LEVEL

Please attach certified copies of;

- National Identity Document
- Birth Certificate
- O-Level Certificates (Result slips may not be accepted)
- National Certificate
- National Certificate Transcript
- ND1 Transcript (For ND3 Candidates)

PAYMENTS FOR EXAMINATION FEES

You are required to pay your examination fees into the Kwekwe Polytechnic ZB Account;

However specify that you are paying “Examination Fee”

Account Number: 4556-375118-080 Account Name: Kwekwe Polytechnic

Tertiary

Branch: Kwekwe.

When you have paid your fees, please photocopy and certify your receipts or payment record as proof of your payment. The original copy shall be attached to your HEXCO Examination Registration Form.

You will also be required to fill in the HEXCO Examination Registration Form on a date and venue to be advised in due course.

DUE DATES

The screenshot shows the website for Kwekwe Polytechnic. At the top, there is a browser address bar with the URL www.kwekwepoly.ac. Below the address bar is the institution's logo and name, "KWEKWE POLYTECHNIC", along with the text "Ministry of Higher and Tertiary Education, Research and Technology Development". A navigation menu on the left includes links for Home, Academic Programs, Administration, Admissions, Research & Innovation, Student Affairs, Services, Library, and About Us. The main content area features a blue "ADDRESS" section with the following details: "+ Kwekwe Polytechnic", "+ PO Box 399", "+ Kwekwe", and a phone icon followed by "+263 55 2291-3". Below this is an orange "BANKING DETAILS" section. It lists two banks: "CBZ Bank" with account number "01420303740058" and name "Kwekwe Polytechnic", and "ZB Bank" with account number "4556-375118-080" and name "Kwekwe Polytechnic".

The deadline for normal entries is **Tuesday 30 June 2020**.
The deadline for late entries is **Thursday 9 July 2020**.