



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

RECORDS MANAGEMENT DEPARTMENT

REGISTRATION DETAILS FOR HEXCO EXAMINATIONS OCTOBER/NOVEMBER 2020 SESSION

NATIONAL CERTIFICATE IN RECORDS AND INFORMATION SCIENCE

Course	Course Code	Level	Subject	Ref	Subject Code	Theory or Practical	Exam Fee RTGS\$
Records Management and Information Science	358/18/AA/0	NC	Records and Information Management Principles and Practice	1	358/18/S06	Theory	80.00
			Information Literacy Skills	2	358/18/S07	Theory	80.00
			Basic Communication	3	310/18/S01	Theory	80.00
			Foundations of Archival studies	4	358/18/S08	Theory	80.00
			Preservation Principles and Concepts	5	358/18/S03	Theory	80.00
			Introduction to Library and Information Science	6	58/18/S05	Theory	80.00
			Fundamentals of Information Technology	7	310/18/S07	Practical	100.00
			National Studies	8	401/18/S01	Theory	80.00
			ESD	9	402/18/S02	Theory	80.00
			Skills Proficiency	10	(No Code)	Practical	100.00
			Registration Fee	11			100.00
			Centre Fee	12			125.00
Total Examination Fees				-			1065.00

NATIONAL DIPLOMA IN RECORDS AND INFORMATION SCIENCE

Course Title	Course Code	Level	Subject	Ref	Subject Code	Theory Or Practical	Exam Fee RTGS\$
Records Management and Information Science	551/15/AA/0	ND1	Records Management 1	1	551/15/S01	Theory	100.00
			Management	2	551/15/S02	Theory	100.00
			Database Analysis And Design	3	551/15/S03	Theory	100.00
			Information Storage, Data Communication and Networks	4	551/15/S04	Theory	100.00
			Preservation	5	551/15/S05	Theory	100.00
			Reprography	6	551/15/S06	Theory	100.00
			Registration Fee	7			150.00
			Centre Fee	8			125.00
			Total Examination Fees	9			875.00
Records Management and Information Science	551/15/AA/0	ND3	Records Management 2	10	551/15/S07	Theory	100.00
			Automation Of Records and Information Services	11	551/15/s08	Theory	100.00
			Management of Records Centres	12	551/15/s09	Theory	100.00
			Archives and Related Institutions	13	551/15/s10	Theory	100.00
			Management of Public Sector Records	14	551/15/11	Theory	100.00
			Research Methods	15	551/15/s12	Theory	100.00
			On Job Education and Training	16		Practical	120.00
			Skills Proficiency	17		Practical	120.00
			Registration Fee				150.00
			Centre Fee				125.00
			Total Examination Fees				1115.00

HIGHER NATIONAL DIPLOMA IN RECORDS MANAGEMENT AND INFORMATION SCIENCE

Course Title	Course Code	Level	Subject	Ref	Subject Code	Theory/ Practical	Exam Fee Rtgs\$
RECORDS MANAGEMENT AND INFORMATION SCIENCE	748/17/AA/0						
			Records Management Policy studies		748/17/S01		120
			Records Management Consultancy and Brokerage		748/17/S02		120
			Human Capital Development		701/17/S04		120
			Management of Digital Records		748/17/S04		120
			Management of Audio-Visual Archives		748/17/S05		120
			Research Project		748/17/S06		160
			Registration fee				200
			Centre fee				125
			Total				1085

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 deadline for normal entries is **Tuesday 30 June 2020.**

The deadline for late entries is **Thursday 9 July2020.**