



THE KENYA NATIONAL EXAMINATIONS COUNCIL

'On the Frontline in Quality Assessment and Examinations'

All official correspondence should be addressed to:
The Council Secretary/Chief Executive



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18th JANUARY, 2017,

- To: - i) All Heads of Primary and Secondary Schools offering Candidates for the 2017 KCPE and KCSE examinations,
ii) All Sub Directors of Education

Subject: REGISTRATION OF CANDIDATES FOR THE 2017 KCPE AND KCSE EXAMINATION

1.0 INTRODUCTION

The Kenya National Examination Council wishes to bring to your attention the following information as regards the registration of 2017 KCPE and KCSE examinations.

- 1.1 The registration of candidates for the 2017 KCPE and KCSE examinations will start from **17th January 2017** and end on **28th February, 2017**.
- 1.2 Any school that has less than **15 candidates** should present the candidates to an examination center with more than 15 candidates or to the Sub County private examination center. Head teachers are asked to note that there will be **neither hosting of candidates nor payment of the difference in examination fees to make up for the minimum of 15 candidates**.
- 1.3 Head teachers and Sub County Education Officers are required to log onto the KNEC website: **www.knec-portal.ac.ke** for capturing of the registration details of the candidates and uploading of the photographs using the **registration password** for the respective examination center.
- 1.4 All candidates must be registered where they have been learning. Registration in two centres (double registration) will be treated as an examination malpractice.

2.0 Index number for 2017 KCPE and KCSE candidates.

The Ministry of Education is in process of developing a new system of identifying candidates (unique identifier number) which will be given to the candidates upon completion of registration exercise. Meanwhile

Headteachers/Principals are expected to register candidates using index numbers as has been the practice in the previous years.

3.0 KCSE Private candidates

- 3.1 All private candidates shall be registered at the Sub-County Director of Education.
- 3.2 Candidates wishing to register privately will be required to download the private candidate registration form from the KNEC website, fill it as required and present it to the respective Sub-County Education office for further instructions.
- 3.3 For registration of the KCSE candidates, KNEC will only allow one private examination centre per Sub County. Private candidates are not allowed to individually deposit money into the KNEC collection accounts and Sub-County Education Officers are asked to ensure compliance to this regulation.

4.0 Private Candidates for the KCPE Examination

- 4.1 All non formal centres for the KCPE examination shall be expected to register their candidates with the Sub-County Education offices and to upload candidates' photographs online. No hard copies of photographs should be submitted to KNEC. **All non-formal schools for the KCPE examination are required to submit their registration certificate from the Ministry of Education (MoE);**
- 4.2 All school and private candidates shall be expected to adhere to entry requirements as stipulated in the registration instructions for registration of candidates for the KCPE and KCSE examinations.
- 4.3 All Heads of Institutions and Sub-County Education officers registering private candidates are asked to note that there will be no keying or amending of candidates' details after **28th, 2017.**

5.0 Use of Password for registration of candidates

- 5.1 Passwords are confidential to each school and should be secured by the head teacher. In the event that a school has lost/forgotten its password, the head teacher through the respective Sub County Director of Education should contact Examination management Division for guidance.
- 5.2 All new centres once approved and uploaded on the website shall access the registration platform by keying in their centre number as both the

user name and **password**. Head teachers are advised to change the password from the centre number to a password of their preference.

- 5.3** Heads of institutions and Sub County Education Officers are advised to safeguard their passwords to restrict access of the school's registration data by unauthorized persons

6.0 Documents for Registration of candidates

- 6.1** The Kenya National Examinations Council shall not send any documents for registration of candidates for the **2017 KCPE** and **KCSE** examinations.

- 6.2** As was the case in the year **2016**, all documents for the registration of candidates are to be downloaded from the KNEC website.

7.0 Payment of examination fees

- 7.1** The government of Kenya shall pay examination fees for all candidates in public and private schools except for the following:

7.1.1 candidates who are re-sitting/repeaters

7.1.2 Non-citizens.

7.1.3 private candidates registering in the Sub County private examination centers

- 7.2** Examination fees for private candidates should be paid to the account of Sub County Education Office who shall be expected to make a single deposit to the KNEC fees collection accounts for the private centre. Sub County Education Officers are requested to make adequate arrangements for the online registration of private candidates

8.0 Late Registration

There will be no late registration of candidates.

9.0 Verification of candidates registration details

All headteachers are expected to ensure all candidates' registration details are captured correctly and every candidate has confirmed the same and signed the nominal roll. **Teachers are advised NOT to sign for their candidates as there will be no window for candidates to sit for any subject under-protest in 2017.**

10.0 Submission of registration materials to KNEC

10.1 The Sub County Director of Education will be expected to submit to KNEC all registration documents from the schools and private candidates by **15th March, 2017**.

10.2 You are all expected to bring the contents of this circular to all head teachers and ensure compliance in implementation of the same.



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Ag. CHIEF EXECUTIVE OFFICER

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