



THE KENYA NATIONAL EXAMINATIONS COUNCIL

"To be a World Class Leader in Educational Assessment and Certification"

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



KNEC is ISO 9001:2015 Certified

KNEC/GEN/RES/ARC/ADV/05/005

7th December, 2020

GUIDELINES ON APPLICATION FOR EXAMINATION RESULTS CERTIFICATION

1.0 BACKGROUND

The Kenya National Examinations Council (KNEC) started implementing the policy on issuance of examination results Certification letters starting from February 2018.

2.0 THE CONDITIONS FOR APPLICATION FOR CERTIFICATION LETTER are as follows:-

- 2.1 Examinations results certification letter will be issued to an applicant who has done a KNEC examination.
- 2.2 Applicants are expected to apply **online** through the **Query Management Information System (QMIS)** when requesting for an examination results certification letter. The Query Management System may be accessed by typing the **URL: <http://qmis.knec.ac.ke>**.

3.0 REQUIRED DOCUMENTS

- 3.1 Copy of certificate(s) or Result slip(s). Result slips are applicable for all examinations **except CPE & KCPE up to year 2012; (KCPE result slips from year 2013 printed from the KNEC website/system are acceptable). (Mandatory)**
- 3.2 Letter of recommendation addressed to CEO, KNEC from the head teacher of school attended or from SCDE/CDE for private candidates and for candidates whose schools have closed down/changed status. **(Mandatory)**
- 3.3 Police Abstract indicating loss of certificate(s). **(Mandatory)**
- 3.4 Sworn legal affidavit on certificate loss. **(Mandatory)**
- 3.5 Letter of recommendation addressed to KNEC from employer (where applicable);
- 3.6 Copy of National ID/Passport or Birth certificate for those under 18 years with a copy of National Identity Card for at least one parent/official guardian. **(Mandatory)**
- 3.7 A Confirmation from the registrar of persons on the identity of the applicant **MUST** be obtained and submitted to KNEC at the point of application;
- 3.8 The applicant will be required to submit **one color passport** size photograph;
- 3.9 Copies of all these documents shall be **uploaded online** as part of the application.

4.0 DETAILS OF FEES PAYABLE

- 4.1 The fees for examination results certification letter is **KES. 5220.00 (five thousand two hundred and twenty only)** inclusive of VAT per examination results certification letter;
- 4.2 The payment will be via **MPESA**. The system will generate and send a **unique pay bill number** to the applicant indicating the amount to be paid after the documents have been verified by KNEC.

5.0 COLLECTION OF THE EXAMINATION RESULTS CERTIFICATION

- 5.1 Examination results certification letter shall be collected **in person** by the **owner** upon presentation of the original National Identity Card/Passport. Minors shall be accompanied by one of the

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parents/official guardians with their original National Identity Card and original birth certificate of the minor.

- 5.2 Examination results certification letters that shall **NOT** have been collected within **TWO (2)** years from the date of application will be disposed of without further communication and **NO** refund shall be given.

6.0 FURTHER INFORMATION

- 6.1 The examination results Certification Letter once issued is **NOT replaceable**.
- 6.2 Processing of Examinations results Certification Letter takes **fifteen (15) working days**
- 6.3 For Post School Examinations (Business, Technical & Teacher) all the copies of **result slips of modules/parts** for the **modular courses** sat **MUST** be attached.
- 6.4 Clients **MUST** prove that their certificates are **lost/destroyed** before applying for examination results Certification Letter.
- 6.5 The Names on the National ID/Passport/Birth certificate **MUST** match with those used during the examination. Applicants who have changed their names legally **MUST** attach the legal documents used to change the name. E.g. **marriage certificate** for women or the copy of **Kenya gazette** in which the **changed name appears**. Sworn affidavits are **NOT** acceptable.
- 6.6 Applications with **differing** examination details or have **not** met all the requirements will be declined.
- 7.0 Clients are required to apply for examination results certification letters online and only visit the KNEC offices to collect the processed certification letters upon receipt of an SMS alert.
- 8.0 Manual applications including bank deposit slips will not be accepted.
- 9.0 Further enquiries may be sent to the Chief Executive Officer, Kenya National Examinations Council; Attention: **Head of Section, Archives & Records Section** through Post Office or email ceo@kneec.ac.ke or archives@kneec.ac.ke



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