



THE KENYA NATIONAL EXAMINATIONS COUNCIL

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



KNEC is ISO 9001:2015 Certified

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

KNEC/GEN/RES/ARCH/ADV/56

7th December, 2020

GUIDELINES ON VERIFICATION AND CONFIRMATION OF EXAMINATION RESULTS

1.0 BACKGROUND

The Kenya National Examinations Council has automated the process of submitting applications for confirmation of examination results by clients. **The Query Management Information System (QMIS)** is accessible **online** and therefore, clients are required to use the **ONLINE** platform to apply for the service. Type the URL: <http://qmis.knec.ac.ke> to access the **QMIS System**. Persons requiring this service must **apply online** through the **Query Management Information System (QMIS)** and should provide the following details:-

- 1.1 The **exact names** used during the examination. Applications with **differing names** will be **declined**.
 - 1.2 The applicant's (candidate's) **full index number**.
 - 1.3 The **level** and **the year** of examination. In the case of **Technical**, and **Business** examinations, **the series** (i.e. month of the year) should be included.
 - 1.4 The name of the **school/centre** where the examination was taken.
 - 1.5 A copy of the **certificate (s)** to be confirmed. Result slips may be presented for all examinations **except** for the **CPE/KCPE** examinations up to **year 2012**. (KCPE results slips from the year **2013** printed from the **KNEC website/system** are acceptable) (**Mandatory**).
 - 1.6 Full address of the **employer** or **institution** where the statement of examination results is to be sent.
 - 1.7 **Personal file number, reference** or **admission number** where applicable.
- 2.0 The **employers/institutions** can confidentially submit the certificates/result slips of their employees or students for verification if they are in doubt. However, personal applications can be submitted **individually** through the **online platform**.
- 3.0 The charges are as follows.

SN	DESTINATION	COST PER STATEMENT (KES)
1.9.1	Within Kenya	2,320.00
1.9.2	Outside Kenya	3,480.00
1.9.3	FAX Within Kenya	928.00
1.9.4	FAX Outside Kenya	1,392.00

- 4.0 Applicants who wish to **pay from outside Kenya** can pay using the **Electronic Money Transfers (EFT)** using the details below. The payment should be done in US Dollars using the day's exchange rate. All the transactions charges will be met by the applicant. KNEC must receive the full amount as indicated for the various confirmation services. The payment can be made using the banking details below:

Account name: Kenya National Examinations Council; Bank Cooperative; Branch Cooperative Bank House; Account no.: 01136030120300; Swift Code: kc00KENA.

- 5.0 The payment will be through **MPESA** and the **system** will **generate** and send a **unique pay bill number** to the applicant indicating amount to be paid.

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6.0 NOTES:

- 6.1 Statements of Examination Results are **strictly** for use by the employer or an institution and therefore **cannot be given or copied** to the candidate/parent/guardian or any other individual (s).
- 6.2 Statements of Examination Results should **NOT** be **re-routed** from one organization to another

Note: A Statement of Examination Results is **NOT** a certificate.

7.0 SPECIAL CONSIDERATION FOR BUSINESS, SINGLE AND GROUP EXAMINATION

Single and Group certificates will be charged **per stage** at **KES 2,320.00 per application**. This will only be applicable when **all or parts of the certificates in a given stage are presented together** in one application e.g. **Stage I – KES. 2,320.00, Stage II – KES. 2,320.00, Stage III – KES. 2,320.00**

8.0 PROCESSING AND DELIVERY

- 8.1 It takes **TEN (10)** working days to process and dispatch the statement. **Older** examinations may take **longer**.
- 8.2 Statements are normally dispatched through **registered mail** at **no extra cost**. However, those wishing to use **courier services** will be charged according to the distance of the destination. Clients are expected to meet the **extra cost**. Those wishing to use **fax services** will be charged an extra cost: **KES. 928.00 within Kenya** and **KES. 1,392.00 outside Kenya** as shown in the table above.
- 8.3 Applicants must include their **contact address** and **mobile numbers** so that they can be contacted where clarification is required

- 9.0** Further enquiries may be sent to the Chief Executive Officer, Kenya National Examinations Council. Attention: **Head of Section, Archives and Records Section** through **Post Office** or **email address** ceo@knec.ac.ke or archives@knec.ac.ke


Dr. Mercy G. Karego, MBS
Ag. CHIEF EXECUTIVE OFFICER