



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



KNEC is ISO 9001:2008 Certified

REF : KNEC/GEN/EA B&T/PM/TE/BE/2019/01

18th January 2019

- TO:**
- Ministry of Education, Science & Technology (MoEST)
 - County Directors of Education – (MoEST)
 - County Directors – (TSC)
 - Sub County Directors of Education (MoEST)
 - Heads of Post Schools Training Institutions presenting candidates for year 2019 Business and Technical Examinations

1.0 CALENDER FOR THE 2019 JULY AND NOVEMBER BUSINESS AND TECHNICAL EXAMINATIONS

1.1 Registration for all Kenya National Examinations Council examinations is done **online**. Consequently, registration for all candidates for the year 2019 Business and Technical examinations will be done online by uploading candidates details on the KNEC registration portal. The uploaded information will be downloaded for verification purposes and hard copy already signed by the candidates will be submitted with other documents to KNEC within the deadlines as specified herein.

1.2 Registration and Examination Dates

| | Activity | July Series | November Series |
|-------|--|---|---|
| 1.2.1 | Registration period of institutional candidates including Business Single and Group subjects | 11 th Feb – 22 nd March | 3 rd June- 26 th July |
| 1.2.2 | Last day for submission of Projects, CWA and Project Marks | 21 st June | 11 th October |
| 1.2.3 | Period of Registration for Single and Group subjects only (November 2018 series) | | 7 th - 11 th October |
| 1.2.4 | Collection of planning materials for Food and Beverage Practicals | 20 th & 21 st June | 17 th & 18 th October |
| 1.2.5 | Planning for the Practicals | 28 th June | 1 st November |
| 1.2.6 | Period for practical papers | 1 st -12 th July | 4 th -15 th November |
| 1.2.7 | Period for written papers | 15 th -26 th July | 18 th -29 th November |

1.3 Institutions must upload the registration data **by 22nd March 2019** for the **July** and **26th July 2019** for the **November** examination series respectively.

NB There will be no LATE registration.

- 1.4 Centre managers should ensure that candidates are registered for the courses **approved** for the center by TVETA or any other regulatory body. They should also ensure that their candidates **meet the minimum entry requirements** for the Courses registered for.
- 1.5 Registration materials and fees remittance documents must be submitted to the Council by either the Head of Institution or his/her nominee before the end of registration period.
- 1.6 The registration documents should be forwarded by the respective **Sub County Directors of Education (SCDE)**
- 1.7 It is of great importance to note that online transmission of registration data to KNEC and payment of the requisite examination fees does not constitute registration of a candidate for an examination. All other conditions must also be fulfilled as contained in the User Guide **Manual on the Management of Business and Technical Examinations (1st edition 2018)**.
- 1.8 Heads of institutions will be held responsible for ensuring that data forwarded to KNEC on registration of candidates is accurate and complete..
- 1.9 All institutions must ensure that candidate's photographs are uploaded. The photographs will be used to identify candidates during examination administration.



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