



# 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

REF: KNEC/GEN/TD/CIR/CBA/2022/003

29<sup>th</sup> July 2022

To: All (i) Sub County Directors of Education  
(ii) Heads of Primary Schools  
(iii) Heads of Special Primary Schools

## RE: GUIDELINES ON ACCESSING SCHOOL BASED ASSESSMENT (SBA) TOOLS

- 1.0 The Kenya National Examinations Council will administer School Based Assessment to learners in Grades 3, 4, 5, 6 and Foundation & Intermediate Levels as earlier communicated in a circular referenced KNEC/GEN/TD/CIR/CBA/2022/001, dated 28<sup>th</sup> June 2022.
- 2.0 Learners in **Grade 6** and **Intermediate Level** will take their SBA in second term of the school calendar, from 29<sup>th</sup> August to 9<sup>th</sup> September 2022 while **Grade 4, 5** and learners at the Foundation Level will take the assessment in the third term from 30<sup>th</sup> October to 11<sup>th</sup> November 2022.
- 3.0 SBA tools for **Grade 6** will be provided in **two formats: PDF format** and **digital format** through the cba portal <https://cba.knec.ac.ke> as follows:
  - 3.1 **PDF Format**
    - 3.1.1 Schools will be required to log in **using the school credentials. (Username and password).**
    - 3.1.2 **Schools will access the tools** in PDF format and download.
    - 3.1.3 The tools will then be given to learners in either print format, projected on the screen or written on the board.
    - 3.1.4 Depending on the format adopted, learners may write their responses on the question paper or on the provided writing materials such as exercise books.
  - 3.2 **Digital format**
    - 3.2.1 To access the tools in this format, **individual learners will be required to log into the portal using their respective assessment numbers.**
    - 3.2.2 **Upon logging in, learners will access the tools directly** via digital devices such as the Digital Learning Programme (DLP) tablets available in schools.
    - 3.2.3 Learners will be expected to give their responses on writing materials provided by the school.

- 4.0** The two formats of assessment tools will be displayed on the CBA portal dashboard using different buttons. ***Schools are encouraged to allow learners access the tools directly using the DLPs or any other available digital devices such as desktop computers and laptops.*** This will help schools save on printing cost. Those who may have challenges with the direct access may opt for the pdf format.
- 5.0** A detailed **user manual** describing the step by step on how to access the tools, instructions, scoring guides and how to upload learners' scores is available on the CBA portal.
- 6.0** Please bring this to the attention of Grade 6 teachers and learners.



**Dr. David Njengere, MBS**  
**CHIEF EXECUTIVE OFFICER**

- cc:**
- 1) Director, Quality Assurance and Standards, MOE**
  - 2) All Regional Directors of Education**
  - 3) All County Directors of Education**