



THE KENYA NATIONAL EXAMINATIONS COUNCIL

'Towards A Competency Based Assessment'

Kenya Intermediate Level Education Assessment (KILEA) Portal

***KILEA PORTAL
USER GUIDE
FOR SCHOOLS***

TABLE OF CONTENTS

1.0. INTRODUCTION	4
2.0. STEPS TO ACCESS KILEA PORTAL.....	4
2.1. Accessing the CBA portal to access KPSEA portal	4
2.2. Login Credentials.....	4
2.3. CBA Portal Login Page	4
3.0. KILEA PORTAL.....	5
3.1. Guidelines for Registration of Stage Based Learners in the portal.....	5
3.2. Steps to open KILEA Portal.....	6
3.3. Viewing Reports	10

TABLE OF FIGURES

<i>Figure 1: CBA Portal Login Page</i>	4
<i>Figure 2: CBA portal home page</i>	6
<i>Figure 3: KILEA portal home page</i>	6
<i>Figure 4: Registration of KILEA Learners</i>	7
<i>Figure 5: Enter Learner Assessment Number</i>	7
<i>Figure 6: View Learner details for verification and updating</i>	7
<i>Figure 7: Editing Learner's year of birth.</i>	8
<i>Figure 8: Selecting other to capture a disability that is not in the list.</i>	8
<i>Figure 9: Confirmation of updated learner details</i>	9
<i>Figure 10: View list of registered learners</i>	9
<i>Figure 11: Removing Registered Learner from KILEA Portal</i>	9
<i>Figure 12: Viewing KILEA Registration related reports</i>	10
<i>Figure 13: Viewing KILEA Nominal Roll</i>	10
<i>Figure 14: Opening downloaded report</i>	11
<i>Figure 15: Printing KILEA Portal Reports</i>	11

1.0. INTRODUCTION

The Kenya National Examinations council (KNEC) has developed a Kenya Intermediate Level Education Assessment (**KILEA**) Portal, a web-based system for managing registration of **Stage Based learners**. Schools shall be required to log into the KNEC CBA portal using their Assessment Centre log-in credentials (*Username* and *Password*) to register the learners under **KPSEA Portal**. The system has an audit trail to track actions performed by users for accountability to ensure data integrity.

2.0. STEPS TO ACCESS KILEA PORTAL

2.1. Accessing the CBA portal to access KPSEA portal

KILEA Portal is accessible upon logging into the CBA portal which is accessible using:

1. CBA Portal URL/weblink: <https://cba.knec.ac.ke>
2. KNEC Website URL: <https://www.knec.ac.ke> then click on the **CBA Portal** button/link.
3. KNEC-Portal URL: <https://knec-portal.ac.ke> then click on the **CBA Portal** button/link.

2.2. Login Credentials

Upon accessing the CBA Portal, Schools shall only login into the portal using valid CBA login credentials (**Username** and **Password**).

PASSWORD SECURITY: Keep *It Secure, Safe and Private*. Sharing your **Username** and **Password** may seem harmless, but it can open up unauthorized access to confidential data.

2.3. CBA Portal Login Page

CBA Portal Login page below shall be generated upon accessing the CBA Portal.

2.3.1. To login into CBA Portal, enter valid **Username** and **Password** as shown below.

The screenshot shows the login interface for the CBA Portal. At the top, there is a header with the Kenya National Examinations Council logo and name. Below the header, the word "Login" is centered. There are two input fields: "Enter Username" and "Enter Password", both with eye icons to the right. Below the input fields is a "Login" button. A red arrow points from the text "Login button" to the button. At the bottom, there is a link: "Need Help Or Forgotten Password Click Here".

Figure 1: CBA Portal Login Page

- 2.3.2. Click the **login** button to access CBA portal home page.
- 2.3.3. In case you have a challenge logging into the CBA portal e.g. Unregistered school code or forgotten your password, click on the Need Help Or Forgotten Password [Click Here](#) button. A pop up message “**Kindly Contact your Area SCDE to Register your school for the KNEC Code which is the Username and you will also be provided with a Password after Registration. If Forgotten Password kindly Contact your Area SCDE For a New Password**” shall be displayed for your action as advised. You shall therefore login into the CBA portal upon acquiring the login credentials.

3.0. KILEA PORTAL

3.1. Guidelines for Registration of Stage Based Learners in the portal

- 3.1.1. Stage Based Learners MUST have a **valid Assessment Number** for them to be registered in the KILEA Portal. Learners without Assessment Numbers should be registered through normal registration process in the CBA portal under Intermediate Portal (**Intermediate Portal**).
- 3.1.2. All current learner registration details are editable during registration in the KILEA Portal **except the Assessment Number**.
- 3.1.3. Schools are therefore required to ensure accuracy of learner’s registration details.
- 3.1.4. Editable registration learner details include:
 - 3.1.4.1. Full Name
 - 3.1.4.2. Gender (*Male/Female*)
 - 3.1.4.3. Birth Certificate Number
 - 3.1.4.4. NEMIS UPI Code
 - 3.1.4.5. Date of Birth
 - 3.1.4.6. Nationality (*Citizen/Non-Citizen*)
 - 3.1.4.7. Religious Subject (*CRE/IRE*)
 - 3.1.4.8. Disability option (*None/Blind/Low Vision/Deaf/Physical Disability*)
 - 3.1.4.9. Parent/Guardian Name
 - 3.1.4.10. Parent/Guardian Phone Number
- 3.1.5. All the required learner registration details are **mandatory** except NEMIS UPI code and Birth Certificate Number that should be provided if available.
- 3.1.6. More than one option for disability shall be selected for stage based learners with multiple disabilities.

3.2. Steps to open KILEA Portal

3.2.1. Upon successful login into the CBA portal, the following **CBA portal home page** shall be generated.

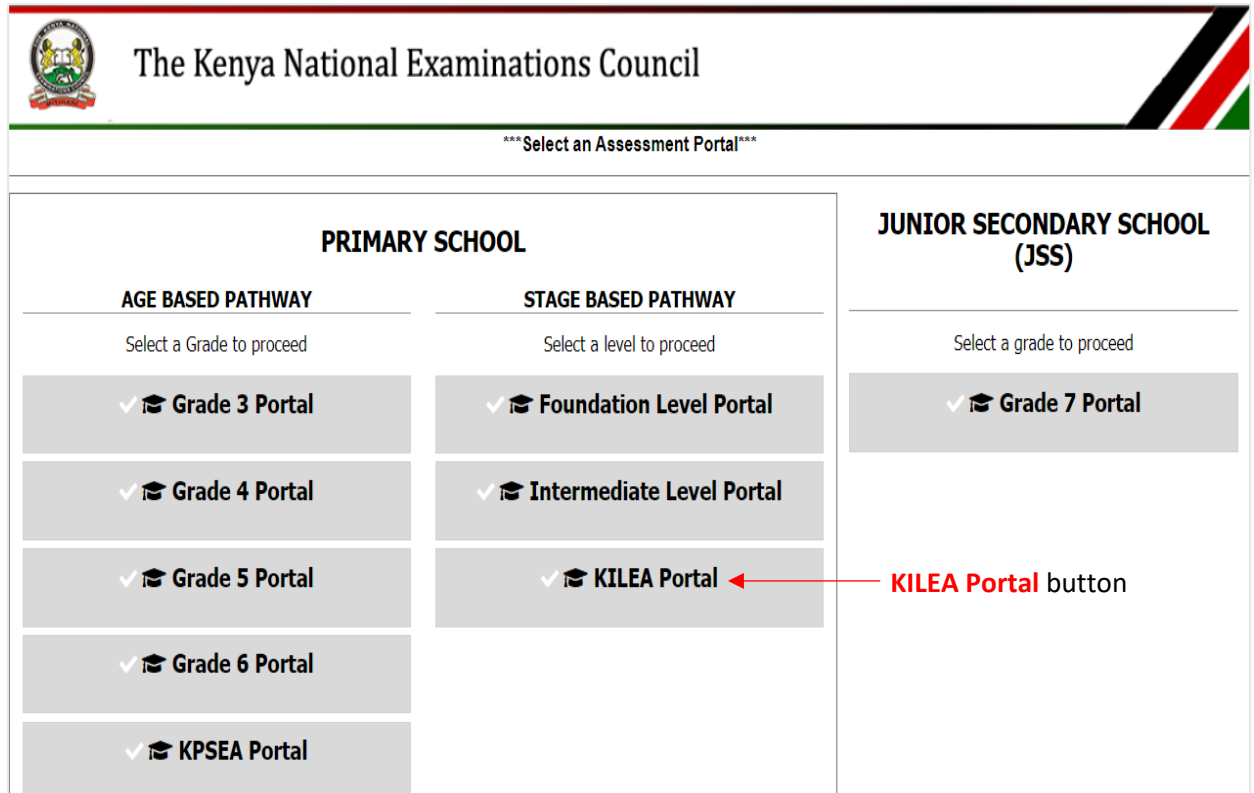


Figure 2: CBA portal home page.

3.2.2. Click on the **✓ KILEA Portal** button in figure 2 above.

3.2.3. KILEA Portal home page below shall be generated to register KILEA learners.

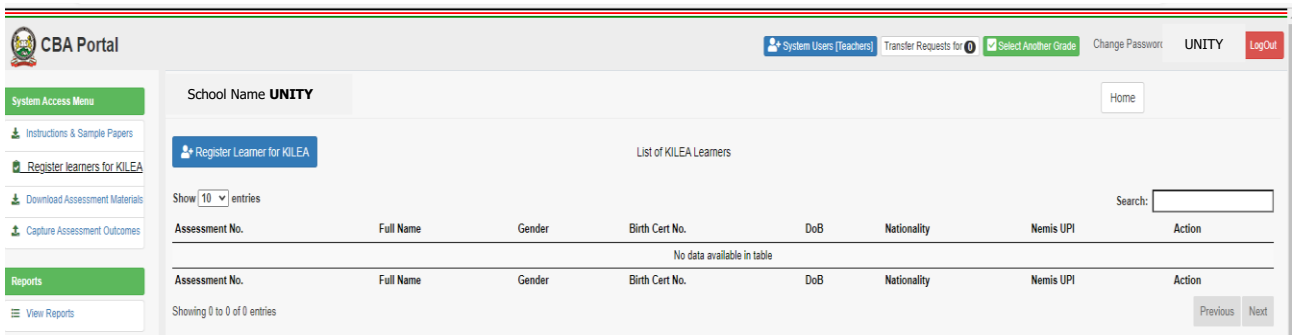


Figure 3: KILEA portal home page

3.2.4. Click on the **Register Learner for KILEA** button to generate the registration page.

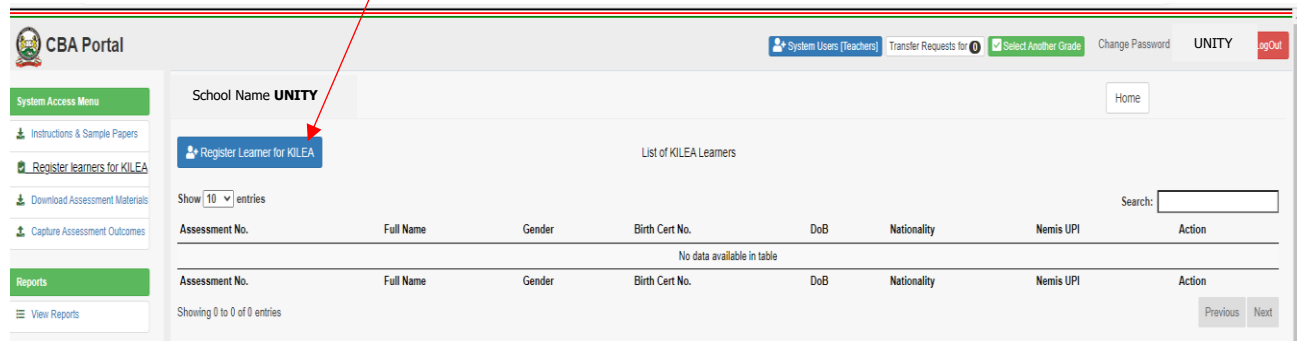


Figure 4: Registration of KILEA Learners

3.2.5. Enter the **Assessment Number** on the registration page then click on **Search** button.

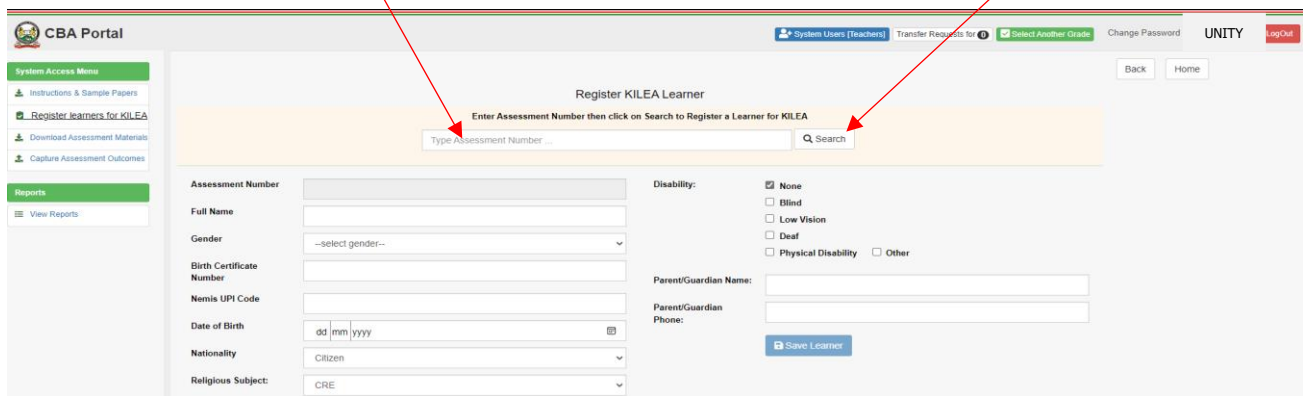


Figure 5: Enter Learner Assessment Number

3.2.6. Learner details shall be displayed as shown below for verification and updating to register.

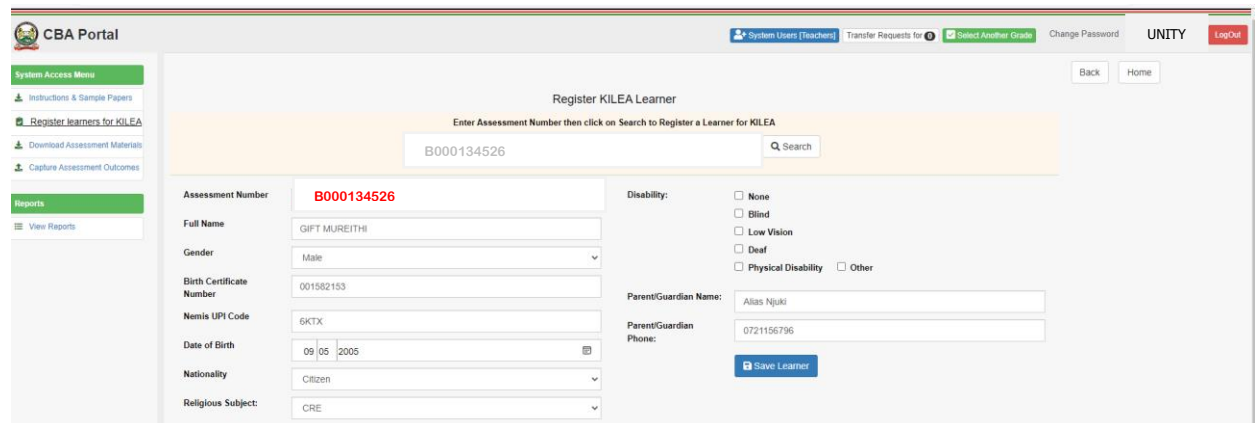


Figure 6: View Learner details for verification and updating

3.2.7. To edit or fill in missing learner details, click on the specific field to key in or select details where applicable as shown below

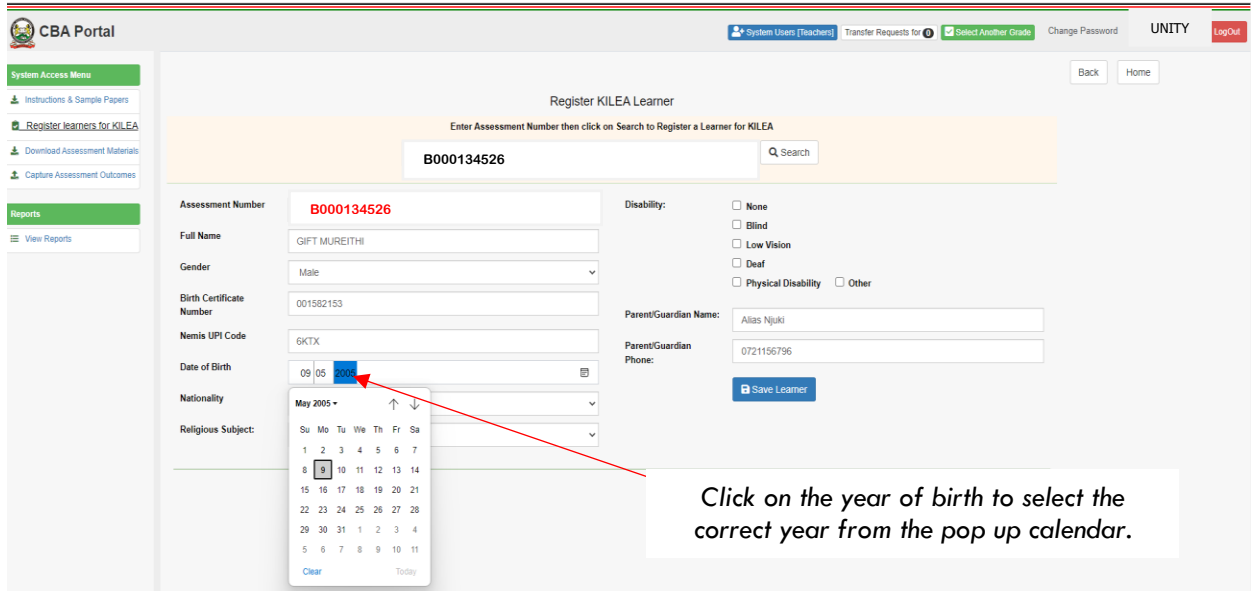


Figure 7: Editing Learner's year of birth.

3.2.8. One or more disability options must be selected e.g. **“Blind/Low Vision/Deaf/Physical Disability/ ADHD/ Autism/ Autism Spectrum/ Emotional and Behavioral/ intellectually challenged/ Language and Communication/ Learning Disability”** as shown below.

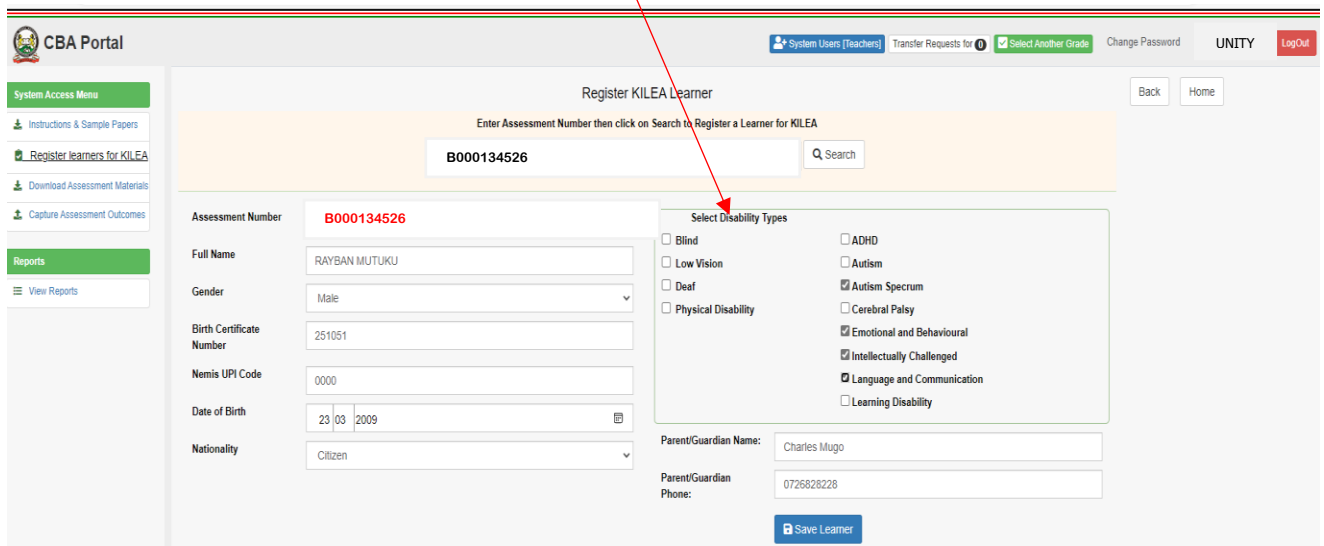


Figure 8: Selecting other to capture a disability that is not in the list.

3.2.9. Upon successful saving of learner details, a confirmation message “KILEA Learner details amended successfully” shall be displayed.

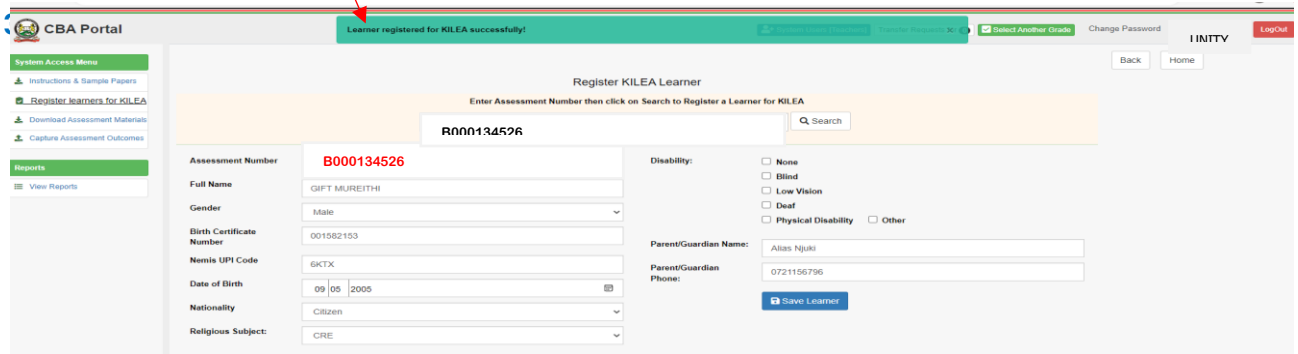


Figure 9: Confirmation of updated learner details

3.2.11. Click on the [Register learners for KILEA](#) link to view list of registered learners as shown below.

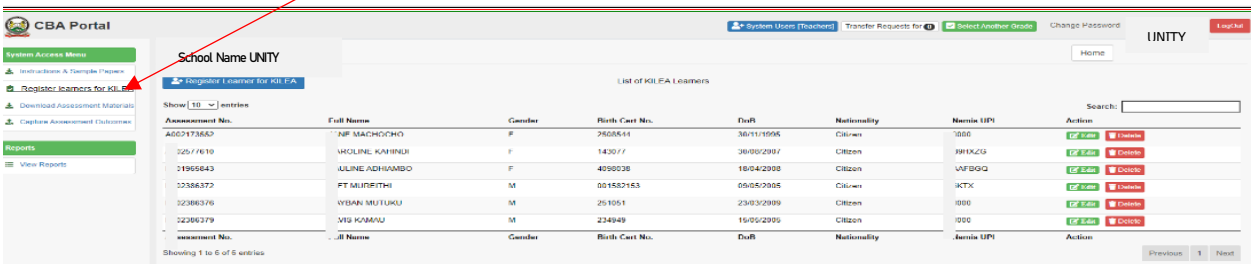


Figure 10: View list of registered learners

3.2.12. Click on the [Edit](#) button to edit registration details for a specific learner.

3.2.13. Click on the [Delete](#) button to remove registered learner. The following pop up message “Learner Removed from KILEA registration successfully!” shall be displayed to confirm deletion

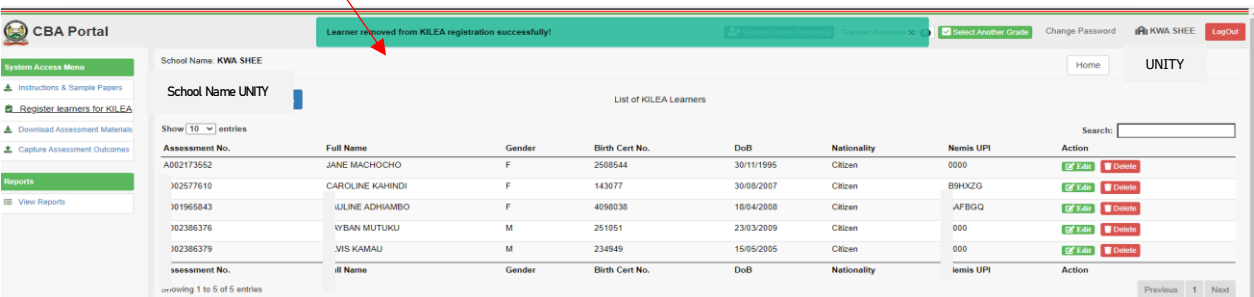


Figure 11: Removing Registered Learner from KILEA Portal

To restore wrongly deleted learners, search their details using Assessment Number to register them.

3.3. Viewing Reports

3.3.1. To view reports in KILEA Portal:

3.3.2. Click on **View Reports** button.

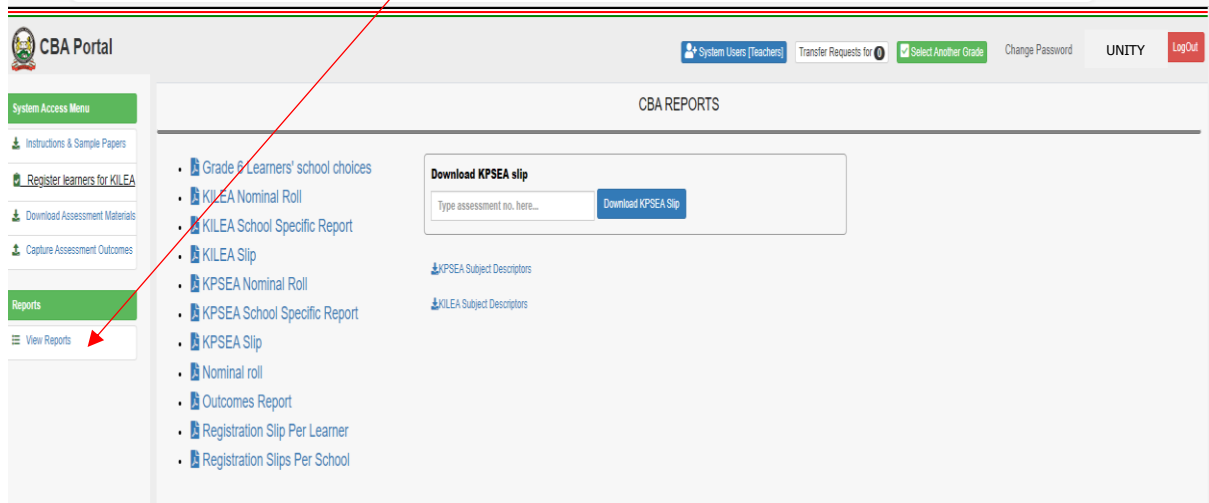


Figure 12: Viewing KILEA Registration related reports

3.3.2.1. Click on the specific report to view, download, save or print.

3.3.2.2. To view and download **KILEA Nominal Roll**, click on the **KILEA Nominal Roll** button then click the **Export** icon to download the report in preferred format e.g. **PDF** as shown below.

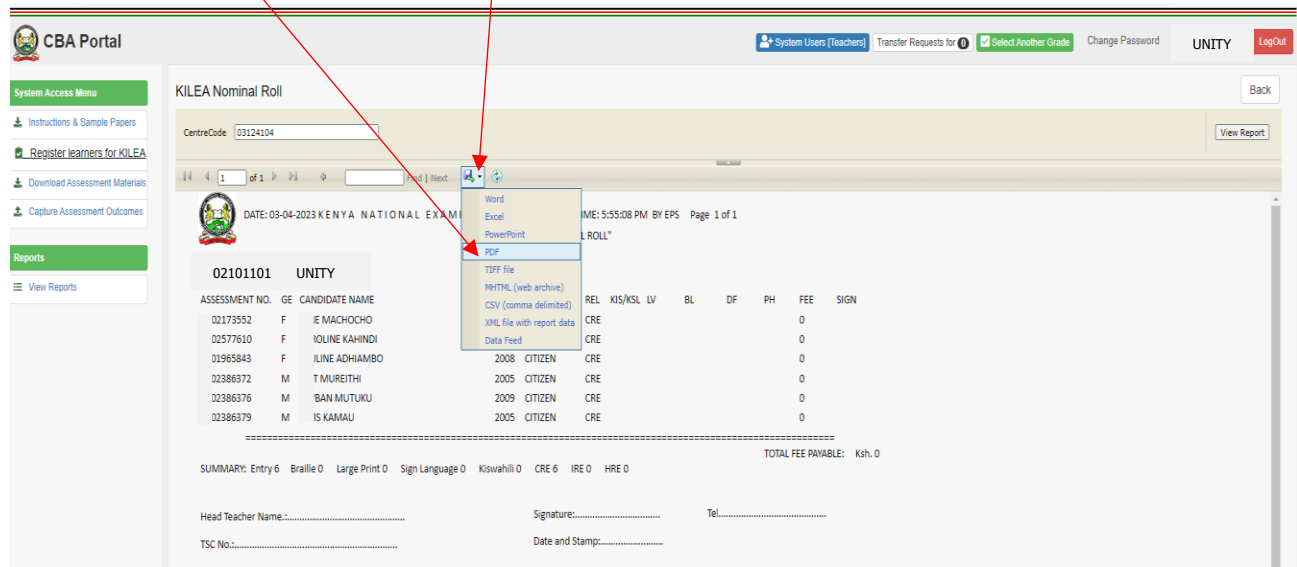


Figure 13: Viewing KILEA Nominal Roll

3.3.2.3. To print a downloaded report:

- a. Click on the **downloaded report** e.g. KILEA Nominal Roll to open.

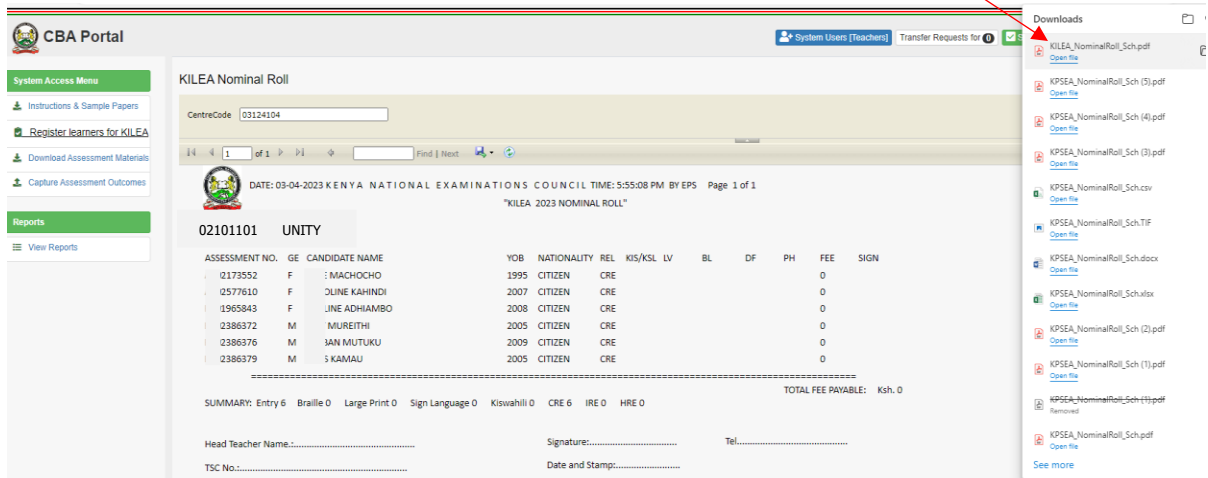


Figure 14: Opening downloaded report

- b. Click on the **Print** icon then select preferred printer to print.

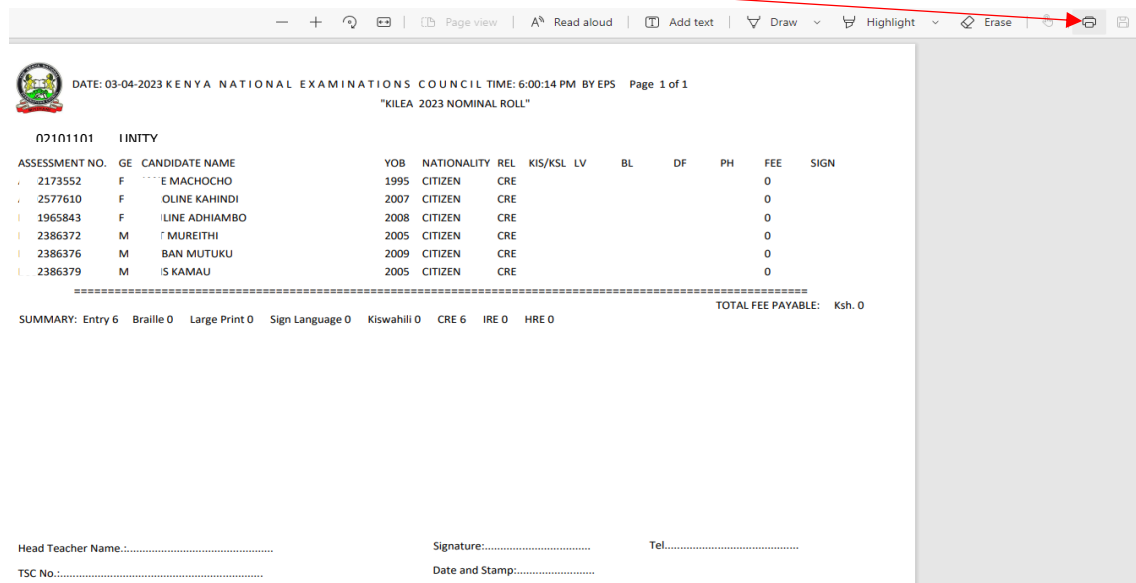


Figure 15: Printing KILEA Portal Reports

Thank You!