



THE KENYA NATIONAL EXAMINATIONS COUNCIL

'Towards A Competency Based Assessment'

Kenya Primary School Education Assessment (KPSEA) Portal

*KPSEA PORTAL
USER GUIDE
FOR SCHOOLS*

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1.0. INTRODUCTION

The Kenya National Examinations council (KNEC) has developed a Kenya Primary School Education Assessment (KPSEA) Portal, a web-based system for managing registration of **Grade 6 learners** for KPSEA. 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 KPSEA PORTAL

2.1. Accessing the CBA portal to access KPSEA portal

KPSEA 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 Kenya National Examinations Council

Login

Enter Username

Enter Password

Login

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. KPSEA PORTAL

3.1. Guidelines for Registration of Grade 6 Learners in the portal

- 3.1.1. Grade 6 learners **MUST** have a **valid Assessment Number** for them to be registered in the KPSEA portal. Learners without Assessment Numbers should be registered through the normal registration process in the CBA portal under [Grade 6 Portal](#) (**Grade 6 portal**).
- 3.1.2. All current learner registration details are editable during registration in the KPSEA 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. Upon selecting **Deaf** option for disability, the appropriate Subject option **MUST** be selected e.g. Kiswahili Language (**KIS**) or Kenya Sign Language (**KSL**).

3.2. Steps to open KPSEA Portal

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

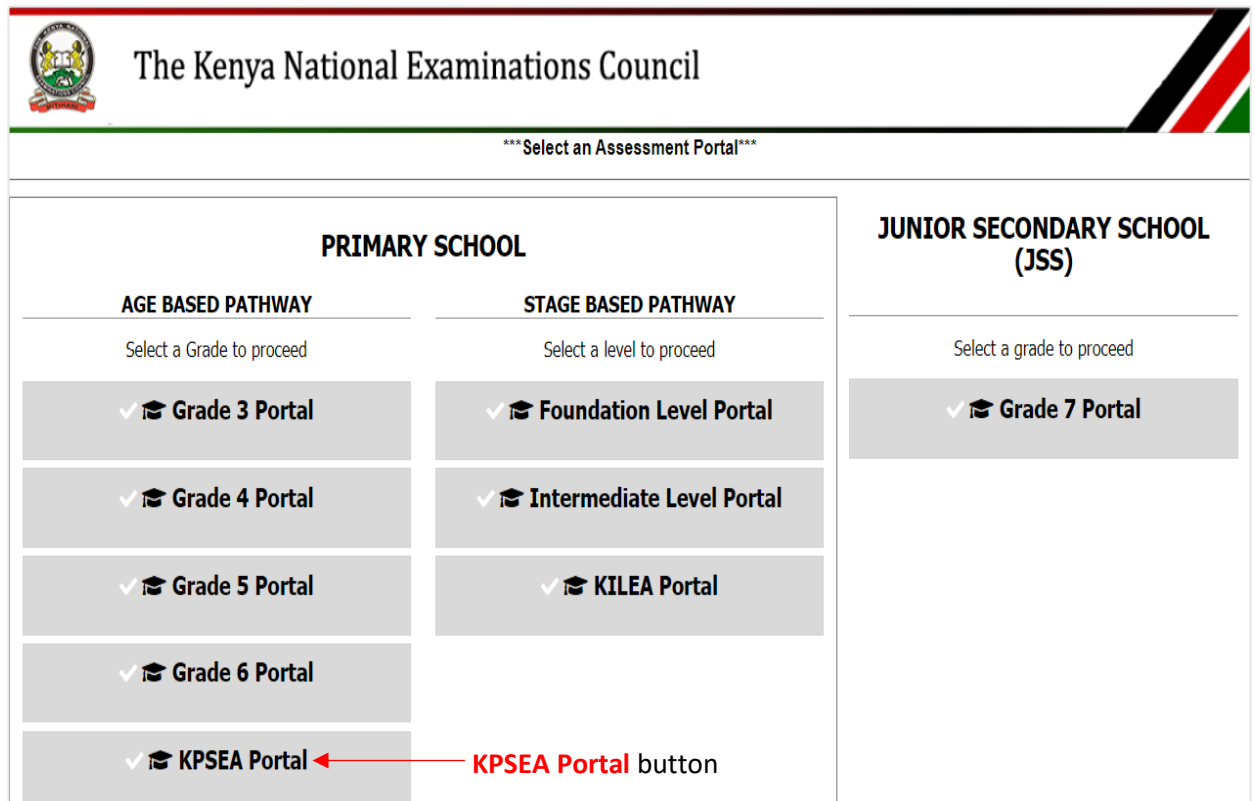


Figure 2: CBA portal home page.

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

3.2.3. KPSEA Portal home page below shall be generated to register Grade 6 learners.

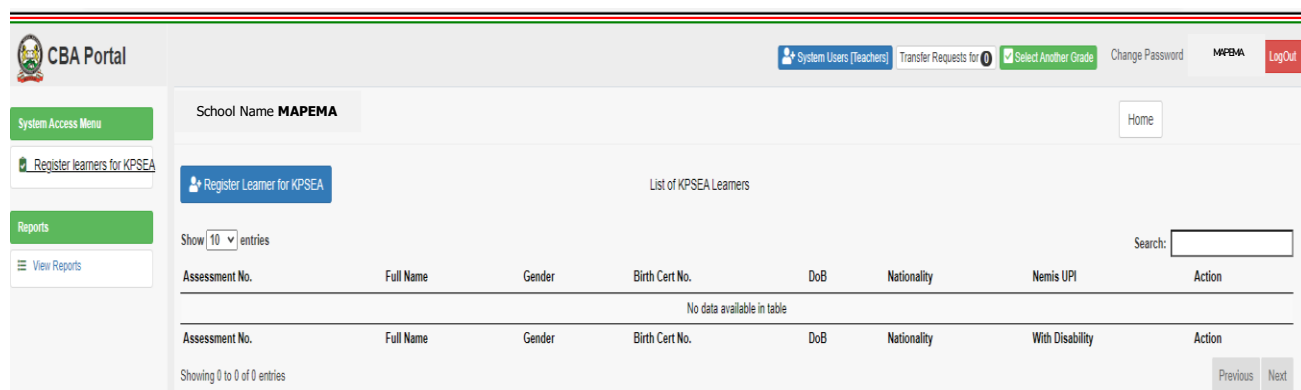


Figure 3: KPSEA portal home page

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

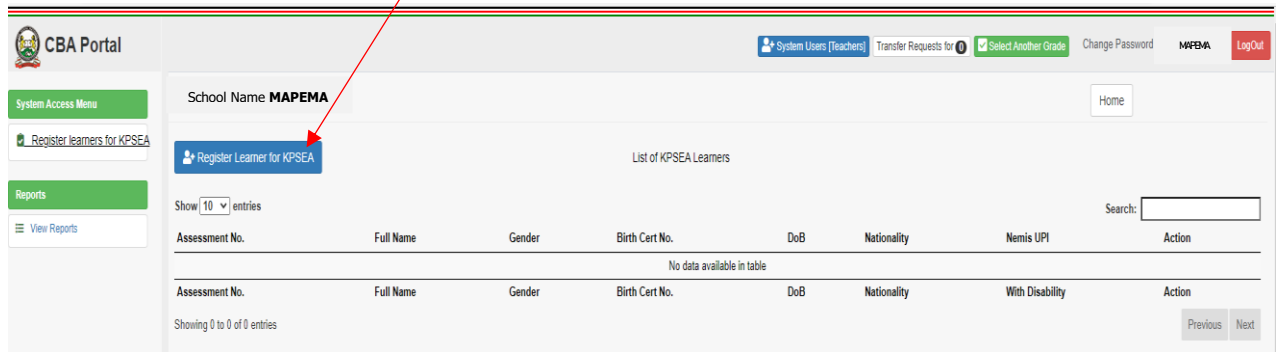


Figure 4: Registration of Grade 6 Learners for KPSEA

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

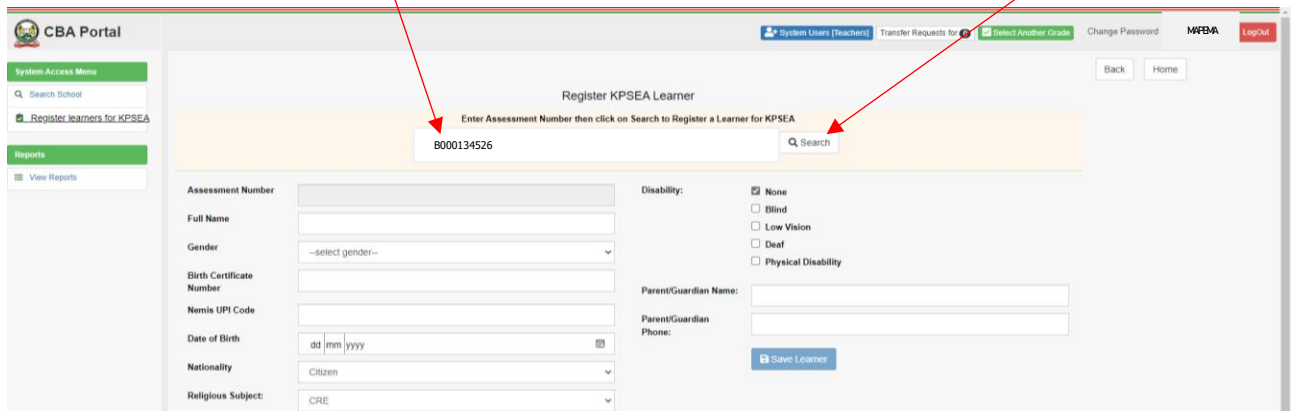


Figure 5: Enter Learner Assessment Number

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

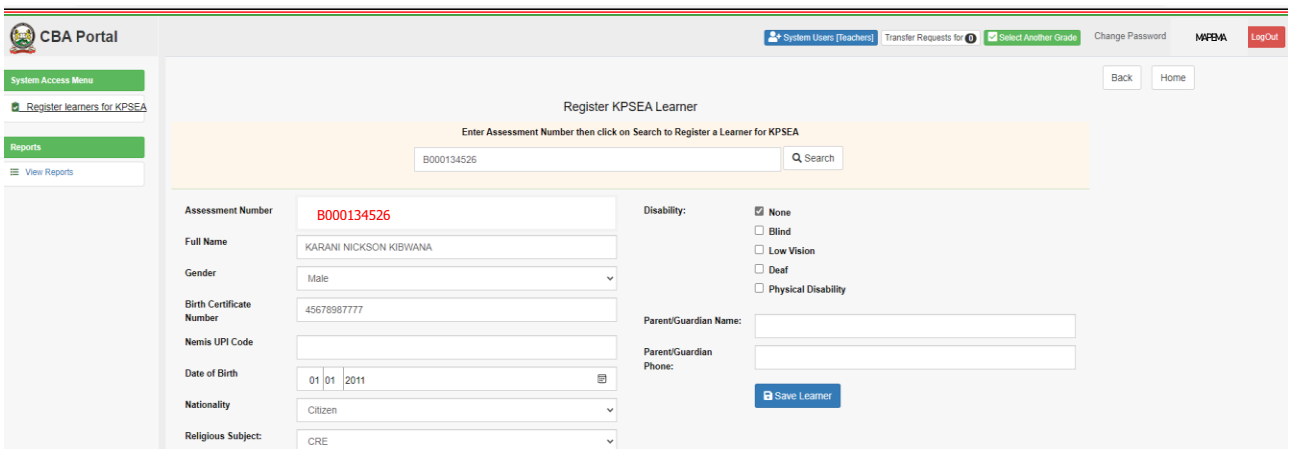


Figure 6: View Learner details for verification and updating

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.

Register KPSEA Learner

Enter Assessment Number then click on Search to Register a Learner for KPSEA

B000134526

Assessment Number: B000134526

Full Name: KARANI NICKSON KIBIWANA

Gender: Male

Birth Certificate Number: 45678987777

Nemis UPI Code: 3895NX

Date of Birth: 01/11/2011

Nationality: [Dropdown]

Religious Subject: [Dropdown]

Disability: None, Blind, Low Vision, Deaf, Physical Disability

Parent/Guardian Name: [Text]

Parent/Guardian Phone: [Text]

Save Learner

Click on the month of birth to select correct month from the pop up calendar.

Figure 7: Editing Learner's month of birth.

3.2.8. Disability option must be selected e.g. “None” for those who do not have any of the listed disabilities and “Blind/Low Vision/Deaf/Physical Disabilities” for learners with such disabilities. However, upon selecting the **Deaf** option for deaf learners, there shall be a prompt to select the learner’s option (KIS/KSL) for subject as shown below.

Register KPSEA Learner

Enter Assessment Number then click on Search to Register a Learner for KPSEA

B000134526

Assessment Number: B000134526

Full Name: KARANI NICKSON KIBIWANA

Gender: Male

Birth Certificate Number: 45678987777

Nemis UPI Code: 3895NX

Date of Birth: 01/11/2011

Nationality: Citizen

Religious Subject: CRE

Disability: None, Blind, Low Vision, Deaf, Physical Disability

Kiswahili/KSL: [Dropdown: KIS, KSL]

Parent/Guardian Name: [Text]

Parent/Guardian Phone: 0723567789

Save Learner

prompt to select the learner’s option (KIS/KSL) for subject

Figure 8: Selecting KSL for deaf learners

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

Figure 9: Confirmation of updated learner details

3.2.10. Click on the **Register learners for KPSEA** button to view list of registered learners as shown below.

Assessment No.	Full Name	Gender	Birth Cert No.	DoB	Nationality	Nemis UPI	Action
B000134526	KARANI NICKSON KIBIWANA	M	4567898777	01/11/2011	Citizen	3895NX	Edit Delete

Figure 10: View list of registered learners

3.2.11. Click on the **Edit** button to edit registration details for a specific learner.

3.2.12. Click on the **Delete** button to remove registered learner. A pop up message **“Learner Removed from KPSEA registration successfully!”** shall be displayed to confirm deletion.

Assessment No.	Full Name	Gender	Birth Cert No.	DoB	Nationality	Nemis UPI	Action
No data available in table							

Figure 11: Removing Registered Learner from KPSEA 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 KPSEA Portal:

3.3.1.1. Click on **View Reports** button.

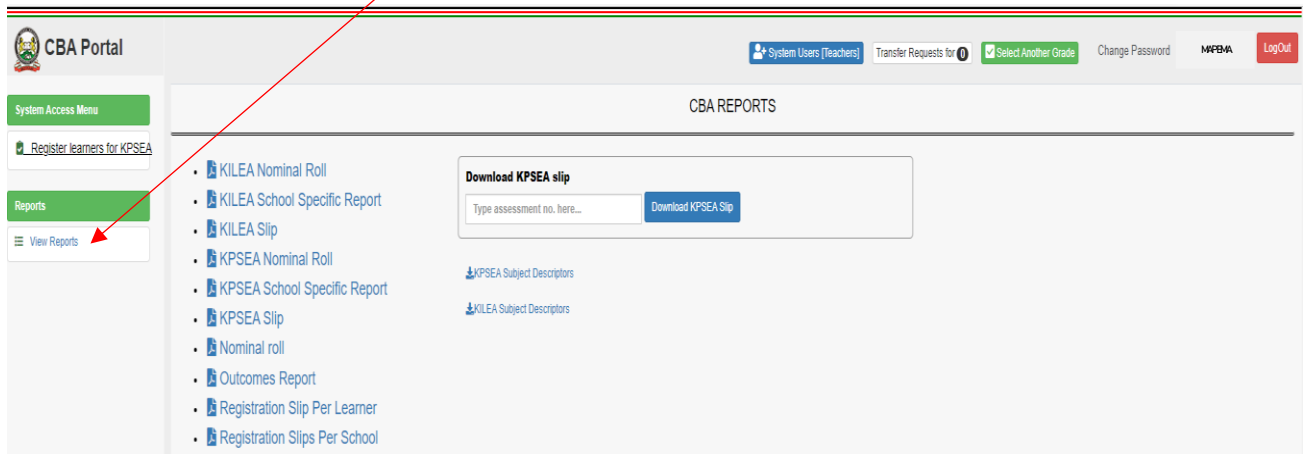


Figure 12: Viewing KPSEA Registration related reports

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

3.3.1.3. To view and download **KPSEA Nominal Roll**, click on the [KPSEA Nominal Roll](#) button then click the **Export** icon to download the report in preferred format e.g. **PDF** as shown below.

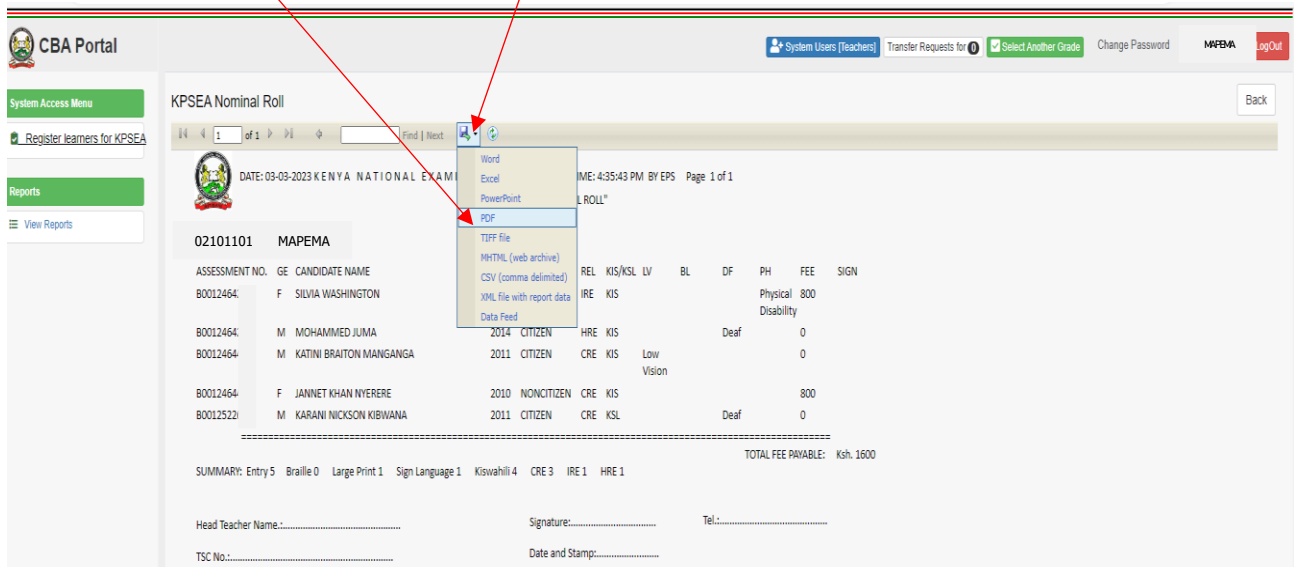


Figure 13: Viewing KPSEA Nominal Roll

3.3.1.4. To print a downloaded report:

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

The screenshot shows the KPSEA Portal interface. The main content area displays the 'KPSEA Nominal Roll' for the date 03-03-2023. It includes a table of candidates with columns for Assessment No., Candidate Name, YOB, Nationality, Religion, etc. A summary at the bottom lists various accommodations like Braille, Large Print, and Sign Language. A 'Downloads' window is open on the right, showing a list of files including 'KPSEA_NominalRoll_Sch (3).pdf'. A red arrow points from the 'KPSEA Nominal Roll' link in the portal to the corresponding file in the downloads folder.

Figure 14: Opening downloaded report

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

This screenshot shows the same KPSEA Nominal Roll report as in Figure 14. A toolbar at the top of the report area contains various icons for navigation and printing. A red arrow points to the 'Print' icon (represented by a printer symbol) in the toolbar. The report content, including the candidate table and summary, is visible in the background.

Figure 15: Printing KPSEA Portal Reports

Thank You!