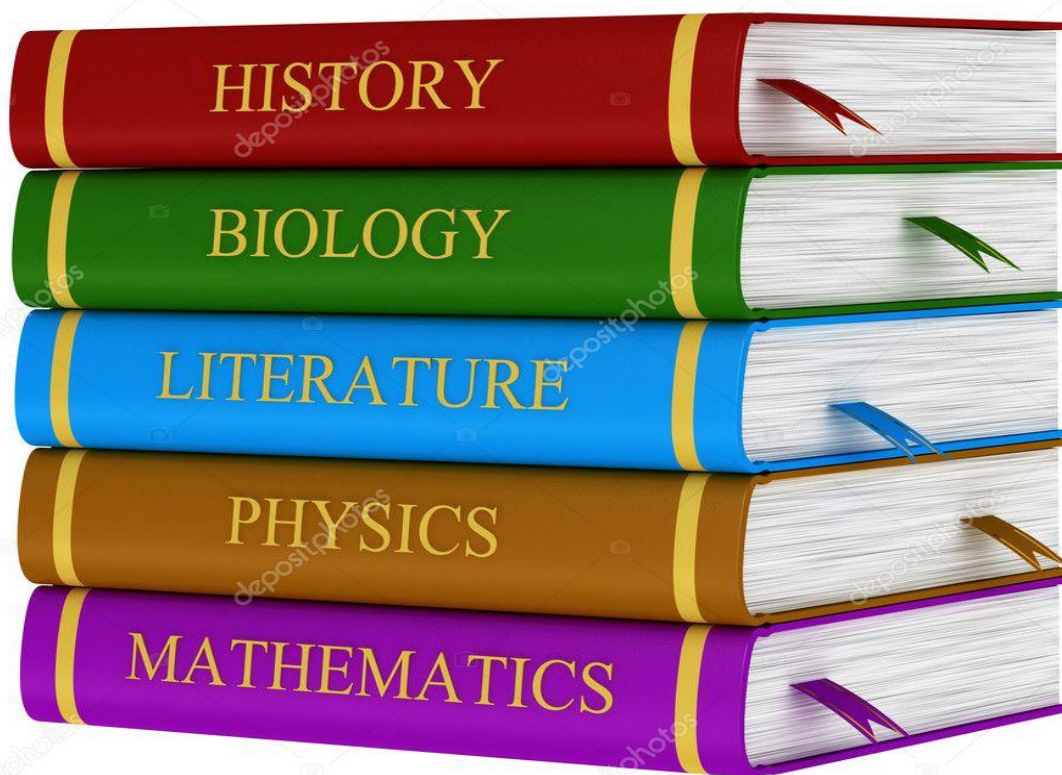




THE KENYA NATIONAL EXAMINATIONS COUNCIL

**USER GUIDE FOR MANAGEMENT OF THE KENYA
CERTIFICATE OF SECONDARY SCHOOL EXAMINATION
(KCSE)**



2ND EDITION 2024

PREFACE

The Kenya National Examinations Council (KNEC) was established to offer examinations and award certificates to successful School and Post School candidates. In performing its mandate, KNEC seeks to ensure that all its stakeholders (candidates, heads of institutions, field officers, parents and other partners) involved in the management and administration of examinations are well guided and informed.

Subsequently, KNEC developed this Manual to provide an all inclusive point of reference for management and administration of KCSE examination. The manual provides Centre Managers, Supervisors, Invigilators and field officers with step-by-step guidelines on all activities related to the management of the KCSE examination.

The manual covers key aspects of the KCSE examination as at the year of publication and any reviews to the contents herein shall be communicated through circulars, corrigenda and/or review of the Manual.

Finally, KNEC will appreciate any comments or feedback that would improve the usefulness of this manual.

Dr. David Njengere, MBS

CHIEF EXECUTIVE OFFICER, KNEC

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ABBREVIATIONS AND ACRONYMS

Act 2012	KNEC Act No. 29 of 2012
ADCC	Assistant Deputy County Commissioner
ATS	Approved Teacher Status
CDE	County Director of Education
CPC	County Police Commander
CPE	Certificate of Primary Education
DCC	Deputy County Commissioner
DICECE	District Centers for Early Childhood Education
EACE	East Africa Certificate of Education
EMD	Education Officer Managing Distribution Center
KCE	Kenya Certificate of Education
KCPE	Kenya Certificate of Primary Education
KCSE	Kenya Certificate of Secondary Education
KCSE QT	Kenya Certificate of Secondary Education Qualifying Test
Kes.	Currency Kenya Shillings
KICD	Kenya Institute of Curriculum Development
KNEC	Kenya National Examinations Council
KSL	Kenyan Sign Language
MoE	Ministry of Education
OCPD	Officer Commanding Police Division
PIN	Personal Identification Number
SCAPC	Sub County Administration Police
SCDE	Sub County Director of Education
SCXO	Sub County Examination Officer
SCD-TSC	Sub County Director (TSC)
TSC	Teachers Service Commissioner

PART I

1.0 BACKGROUND

The Kenya National Examinations Council (KNEC) is a State Corporation whose function is to offer examinations and assessments as stated in the Fourth schedule of the Constitution of Kenya, 2010. It was established under an Act of Parliament, namely the Kenya National Examinations Council Act Chapter 225A of 1980. This Act was repealed by the Kenya National Examinations Council Act No.29 of 2012.

1.1 Vision statement

Quality educational assessment, credible certification.

1.2 Mission statement

Assess learner abilities and certify achievements in conformity with global standards.

1.3 KNEC Mandate

The mandate of KNEC is outlined in Section 10 of KNEC Act No. 29 of 2012 as to:

- 1.3.1 set and maintain examinations standards; conduct public academic, technical and other national examinations within Kenya at basic and tertiary levels;
- 1.3.2 award certificates or diplomas to candidates in such examinations;
- 1.3.3 confirm authenticity of certificates or diplomas issued by the Council upon request by the government, public institutions, learning institutions, employers and other interested parties;
- 1.3.4 undertake research on educational assessment;
- 1.3.5 advice any public institution on the development and use of any system or assessment when requested to do so, and in accordance with such terms and conditions as shall be mutually agreed between the Council and the public institutions;
- 1.3.6 promote the international recognition of qualifications conferred by the Council;
- 1.3.7 advice the Government on any policy decision that is relevant to, or has implications on the functions of the Council or the administration of examinations in Kenya;
- 1.3.8 do anything incidental or conducive to the performance of the preceding functions.

1.4 KNEC Core Functions

The core functions of the Council are to:

- 1.4.1 develop examination policies, procedures and regulations;
- 1.4.2 develop national examinations;
- 1.4.3 register candidates for the KNEC examinations;
- 1.4.4 conduct examinations and process the results;
- 1.4.5 award certificates and diplomas to successful candidates;
- 1.4.6 conduct research on educational assessment;
- 1.4.7 carry out equation of certificates and diplomas issued by other credible examining boards;
- 1.4.8 conduct examinations on behalf of foreign examination boards;
- 1.4.9 advise the government and general public on matters pertaining to examinations and certification.

1.5 KNEC Core Values

In its operations, the Council is guided by the following values (*with an acronym PITIA*):

- 1.5.1 Partnerships
- 1.5.2 Integrity
- 1.5.3 Teamwork
- 1.5.4 Innovativeness
- 1.5.5 Accountability

1.6 Strategic Goals

The Strategic Goals of KNEC are to:

- 1.6.1 enhance quality in education assessment
- 1.6.2 improve digital integration.
- 1.6.3 transform research, innovation, and knowledge management.
- 1.6.4 strengthen resource capacity and strategic partnerships
- 1.6.5 improve governance, communication and culture.

1.7 Agents of KNEC

The following are the agents that assist KNEC to discharge its core mandate:

- 1.7.1 County Commissioners;
- 1.7.2 Sub-County Commissioners;
- 1.7.3 Assistant Sub –County Commissioners;
- 1.7.4 Regional Directors of Education;
- 1.7.5 TSC Regional Directors;
- 1.7.6 County Directors of Education ;
- 1.7.7 TSC County Directors;

- 1.7.8 Sub–County Directors of Education;
- 1.7.9 Sub–County Staffing Officers – TSC;
- 1.7.10 Examination Officers and other officers appointed to manage storage facilities/distribution points;
- 1.7.11 Heads of learning Institutions / Centre Managers;
- 1.7.12 Principals;
- 1.7.13 Supervisors;
- 1.7.14 Invigilators;
- 1.7.15 Security officers involved in management of examination/assessments;
- 1.7.16 All other officers that may be appointed on agency basis.

1.8 Overview of the KCSE examination

The Kenya Certificate of Secondary Education (KCSE) examination is offered after a four year cycle of secondary schooling. The examination is normally offered in November/December each year. It is open to all eligible learners who meet the requirements for the examination as stipulated by KNEC. Holders of KCSE certificate may proceed to tertiary institutions to pursue Degree, Diploma, Craft, Certificate and/or Artisan Courses.

The instructions on registration of candidates for the KCSE examination are to be applied alongside ***KCSE Examination Regulations and Syllabuses*** and other policy directives that relate to the KCSE examination as may be provided.

1.9 Key Activities for the KCSE examination

Table 1 provides a summary of key activities related to the KCSE examination.

Table 1: Key Activities for the KCSE Examination

Activity	
1.9.1	Provision of guidelines on Registration of candidates
1.9.2	Registration of new KNEC examination centres
1.9.3	Online registration of candidates
1.9.4	Uploading of Advance Instructions for subjects with project component
1.9.5	Preparation of KCSE examination feedback report of the previous year
1.9.6	Assessment of candidates with special needs for appropriate action(s)
1.9.7	Identification and deployment of field officers
1.9.8	Uploading of candidates' scores for subjects with a project component
1.9.9	Briefing and Sensitization of Field Officers and Stakeholders involved in KCSE examination
1.9.10	Training of Examiners
1.9.11	Dispatch and return of examination materials to and from the field
1.9.12	Field administration of the examination
1.9.13	Receipt of answer scripts and projects from field
1.9.14	Release of examination results
1.9.15	Issuance of result slips and certificates
1.9.16	Resolution of queries related to examination results

PART II

2.0 INSTRUCTIONS ON THE REGISTRATION OF EXAMINATION CENTRES; DISTRIBUTION CENTRES; AND CANDIDATES FOR KCSE EXAMINATION

This part gives information applicable to registration of candidates for KCSE examination, including (i) registration of examination centres, Distribution Centres; and candidates; (ii) deployment of personnel involved in the conduct of all examinations and their roles; (iii) and guidelines on the conduct of examinations.

2.1 Registration of examination centres

2.1.1 All new examination centres wishing to register candidates for KCSE examinations must fulfill the following:

- i) Submit a valid registration certificate from the Ministry of Education;
- ii) Complete and submit an Application Form for registration of a new examinations centre;
- iii) Submit a questionnaire duly filled by the Sub-county Director of Education or the Kenya National Examinations Council after inspection of the centre. This must be accompanied by a report giving recommendations on the status of the institution;

2.1.2 Upon approval the centre will be allocated a KNEC examination centre code and uploaded into KNEC database for the particular examination;

2.1.3 When an examination centre relocates to new premise it is required to apply to KNEC for re-inspection.

2.1.4 The Kenya National Examinations Council reserves the right to deregister an examination centre if it is satisfied that the centre does not comply with the regulations or if the continuation of the institution as an examination centre would endanger the security of the examinations. Deregistration may be due to (*but not limited to*) the following:

- i) Inadequate facilities;
- ii) Massive examination malpractice;
- iii) Unsuitable location of the institution;
- iv) Change of physical location without request for re-registration as an examination centre

- v) Recommendation for the deregistration of a centre by the County Director of Education for contravention of the Basic Education Act.
- 2.1.5 The Council reserves the right to combine examination centres for purposes of ease of administration of examinations and for security reasons.

2.2 Identification and Management of Distribution centres

- 2.2.1 Distribution Centres are facilities (containers) where KNEC secures and distributes examination/assessment materials, installed at sub-county levels. Installation of containers per Sub County may be increased or decreased upon justification by the KNEC and/or Sub-County Director of Education.
- 2.2.2 The containers are installed in the following premises:
- i) Deputy County Commissioner's premise (DCC);
 - ii) Assistant County Commissioner's premise (ACC);
 - iii) Other government installations to be identified, in exceptional circumstances.
- 2.2.3 Sub-county Directors of Education for newly created Sub-Counties or those wishing to have an additional container within an already existing sub-county are expected to submit the following:
- i) Application Letter;
 - ii) Gazette notice on creation of the new sub county where applicable;
 - iii) List of institutions to be served from the distribution centre;
 - iv) Advice on the location of the container;
 - v) Proposed routes to be followed during the distribution of the examination materials;
 - vi) Distance of the furthest institution from the distribution centre;
 - vii) Any important information on the nature of terrain of the sub-county;
- 2.2.4 Sub-counties that may require allocation of extra Distribution Centres must write to KNEC giving justification for additional container.
- 2.2.5 The container is secured by application of double locking system. The keys are held by the Deputy County Commissioner and the Sub-County Director of Education or their representatives.
- 2.2.6 The containers are to be opened at the time stipulated by KNEC to enable timely delivery of examination papers to examination centres.

- 2.2.7 In case of a defect on the container, the Sub-County Director of Education should immediately report the matter to the Chief Executive Officer, Kenya National Examinations Council.

2.3 Registration of KCSE examination candidates

- 2.3.1 The instructions on registration of candidates for the KCSE examinations are based on the prevailing **Regulations and Syllabuses** which give the guidelines and procedures required for the registration of candidates. The registration process is online.
- 2.3.2 The dates for registration of candidates for the KCSE examination shall be communicated through a circular before commencement of the exercise. The dates must be adhered to since there will be no late registration of candidates.
- 2.3.3 All examination centers' including private candidate(s) centers are expected to log on to the KNEC website: www.knec-portal.ac.ke registration platform using their log in credentials and enter details of the candidates'.
- 2.3.4 School candidates registered for the KCSE examination must meet the following minimum requirements:
- i) KCPE examination certificate or its equivalent;
 - ii) Prospective candidates with foreign certificates must seek equation of their certificates from KNEC one year before the examination. These candidates must sit and pass the KCSE Qualifying Test where applicable;
 - iii) Primary certificate other than KCPE for example CPE, an equation letter and a result slip from KNEC indicating that they have passed the KNEC KCSE Qualifying Test;
- 2.3.5 After all the information for the candidates has been keyed online, **heads of schools MUST re-check the online report thoroughly** to ensure that it is accurate. The head teacher **must then download the list of candidates, sign and stamp** on the space provided and indicate all other details required in the nominal roll after verification.
- 2.3.6 Registration of private candidates for KCSE examination shall be organized and carried out by the Sub-County Director of Education.
- 2.3.7 The minimum candidature that an examination centre is allowed to present for the examination is fifteen (15) candidates.
- 2.3.8 Examination centres presenting fewer candidates than the required minimum should be hosted by other examination centres. Prisons and

institutions presenting candidates with special needs are exempted from this regulation.

2.3.9 The Kenya National Examinations Council has categorized the candidates with special needs as follows:-

- i) Visually impaired - low vision and blind candidates;
- ii) Hearing impaired candidates;
- iii) Physically challenged candidates;
- iv) Mentally Challenged;

2.3.10 Information on the above candidates giving details of index number, subjects registered for and degree of impairment must be captured during registration.

2.3.11 Depending on the degree of impairment the Council will facilitate the candidates appropriately upon receipt of supporting evidence from competent medical authority.

2.3.12 A candidate is considered duly registered upon fulfilling the following:

- i) all the registration requirements including the entry requirements and criteria for the award of the KCSE certificate are met;
- ii) Candidate's details are successfully uploaded. The subjects are duly selected as per subject cluster as stipulated in the regulations governing the specific examination;
- iii) all candidates' photographs have been uploaded in the correct format;
- iv) signing of the nominal roll;
- v) Payment of fees where applicable;
- vi) all the registration documents have been received at the Council within the stipulated period. Depositing of money in to the KNEC Bank collection accounts does not mean that a candidate is automatically registered.

2.3.13 Candidates will be considered registered after fulfilling the following conditions:

- i) all the registration requirements including the entry requirements and criteria for the award of the KCSE certificate are met;
- ii) signing of the nominal roll;
- iii) all the registration documents have been received at the Council within the stipulated period. Depositing of money in to the KNEC Bank collection accounts does not mean that a candidate is automatically registered;

- iv) all candidates' photographs have been uploaded in the correct format.
- 2.3.14 The transfer of candidates from one examination centre to another is only allowed under the following conditions:
- i) Within two (2) months after the deadline of registration of candidates;
 - ii) Submission of letters from the heads of institutions releasing and accepting the candidate;
 - iii) Transfer fees is currently being charged at Kes.1,000 for KCSE (overtime this is subject to change without notice).
- 2.3.15 Errors committed during registration and not indicated in the nominal roll for correction during the registration period may attract a penalty.
- 2.3.16 Queries regarding examination results should be submitted to the KNEC within thirty (30) days of the date of release of examination results. The queries must be forwarded to the Council by the heads of institutions (for institutional candidates) and through the Sub-county Director of Education for private candidates.
- 2.3.17 Any query received after the lapse of the given grace period will be processed at a fee to be determined by the KNEC from time to time.
- 2.3.18 The agents and clients of the Kenya National Examinations Council must beware of practices that occur during the registration of candidates that breach the examination rules and regulations leading to the abetting of examination irregularities. Some of these practices include:
- i) Double registration of candidates either in different examination centres or in the same examination centre is an offence and will constitute impersonation which is an examination irregularity. Such candidates will have their results cancelled;
 - ii) Registration of a candidate using a wrong name or identity is tantamount to impersonation and is illegal;
 - iii) Registering of a candidate who has been studying in another school or tuition venue constitute to abetting impersonation which is an examination irregularity. Such examination centres will be barred from subsequent registration of candidates and be deleted from the data base of examination centres.
 - iv) Registering a candidate using a false certificate is a criminal offence.
 - v) Registration of adults in formal schools in order to evade payment of examination fees.

- 2.3.19 Candidates who change their names from the ones on the qualifying certificate (KCPE or other certificates) without submitting a Kenya Gazette notice to KNEC will not receive their KCSE examination results. Head teachers are asked to bring this information to the attention of the candidates, parents and guardians.
- 2.3.20 First attempt candidates should be entered under code 1, candidates repeating the entire examination should be entered under code 2 while partial repeaters will be entered under code 3. Head teachers must understand the implication of entering first attempt candidates under code 2. The system will calculate the individual candidate's fees based on repeaters fees structure.
- 2.3.21 KNEC does not allow submission of registration documents through the Post Office under any circumstances. Any entries received through Post will be rejected and returned to the sender through the same means. All registration documents must be submitted to KNEC through the SCDE offices after registering candidates on-line and downloading the data for verification by the school/examination centre and candidates.
- 2.3.22 A candidate's full index number has eleven digits, i.e.: the county number (**2 digits**), the centre number (**6 digits**) and the individual candidate's number (**3 digits**). For the KCSE examination, the first candidate at an examination centre should be given the number **001**, e.g. centre **24950500**, the full index number of the first candidate should be **24950500001**. Candidates taking subjects with a **project** should maintain the **index** numbers they have **already** been **allocated** for the project. **County Codes (appendix 1)**
- 2.3.23 **First attempt** candidates and **repeaters** taking **seven (7)** subjects and above should be allocated index numbers starting from **001-499** in an examination centre. This applies to both school and private candidates. An example of index number allocation in a school or private candidates centre is as follows:-
- **35610101001-35610101199** (school candidates)
 - **24950500001-24950500499** (private candidates)
- 2.3.24 Repeaters taking **less** than **seven (7)** subjects (candidates registering for between **one (1) and six (6) subjects**) should be allocated index numbers starting from 801-899. An example of index number for both school and private candidates taking less than seven (7) subjects is as follows:

- **35610101801-35610101899** (school candidates)
- **24950500801-24950500899** (private candidates);

- 2.3.25 **Candidates registering for the KCSE examination must present KCPE or qualifying test results certificates to the head teacher to ascertain their KCPE index numbers.** The index number and year on the qualifying certificate should then be entered into the appropriate columns during the registration exercise. The system will automatically search for names used by the candidate during the KCPE examination and the person registering will pick the names as they are in the KNEC database;
- 2.3.26 The names and all registration documents of candidates with foreign equated certificates should be sent on a separate sheet of paper showing the year and the country where the examination was taken, passport number and dates of departure from or entry into Kenya. The sheet containing this information must be signed by the head teacher/SCDE/CDE and fully stamped to authenticate the documents. Copies of letters of equation from KNEC should be attached to these documents for verification.
- 2.3.27 The following details should be filled in during registration:
- i) **Year of Birth**
The '**YEAR OF BIRTH**' of the candidate is auto filled from the previous KCPE registration details.
 - ii) **Birth Certificate Number**
Indicate the individual candidate's Birth Certificate Number (Entry Number) in the space provided in the online registration portal. **Copies of birth certificates are not required and should not be submitted to KNEC.**
 - iii) **Entry Attempt Code**
The entry attempt code should be indicated in the space provided in the online registration portal. **First attempt** candidates should be entered under **code 1**. Candidates **repeating** the entire examination should be entered under **code 2** and partial repeaters under **code 3**.
 - iv) **Gender Code**
The gender of the candidate is auto filled from the candidates previous KCPE details.

v) **Citizen Status Grid**

Indicate either 'C' for citizen or 'N' for non-citizen in the space provided in the online registration portal.

2.3.28 Head teachers are requested to verify the primary school qualification of all their candidates to ensure authenticity during the registration exercise. Head teachers are requested to advise candidates to seek confirmation of examination results for candidates holding KCPE and foreign certificates which they are in doubt of to avoid using of a fake certificate.

2.4 Entry qualifications for Private candidates

Private candidates should possess:

- 2.4.1 a valid KCPE examination certificate, EACE, KCE or an equivalent foreign qualification accompanied by an equation letter from KNEC OR a C.P.E (Certificate Of Primary Education) certificate and a result slip from KNEC indicating that they have passed the KCSE Qualifying Test;
- 2.4.2 a primary school certificate from a foreign examination board, with equation letter from KNEC and a pass in KCSE Qualifying Test.
- 2.4.3 evidence of having spent at least 3 years preceding the year of KCSE registration after sitting the KCPE and other primary examinations;
- 2.4.4 a national Identity card, passport or an alien identity card is required. Where this is not possible, the birth certificate and evidence of National Identity card application (waiting card) will be required;
- 2.4.5 duly filled private candidates' registration forms downloaded from the KNEC website. www.knec-portal.ac.ke
- 2.4.6 No candidates should deposit examination fees individually into the KNEC deposit accounts before reporting to the Sub County Director of Education.

2.5 Requirements for repeaters

There are two categories of repeaters:

2.5.1 Repeaters taking a minimum of seven (07) subjects

Candidates repeating 7 subjects and above may re-sit the KCSE examination as many times as they wish as long as:

- i) they meet the entry requirements irrespective of the year when they first sat for the KCSE examination;
- ii) the subjects they wish to **re-sit** are being offered in the current curriculum and examination;
- iii) they repeat the subjects taken in the last examination attempt;

- iv) These candidates should be given **regular index numbers** (001-499) for school, private and repeating candidates.

2.5.2 **Candidates who choose to repeat less than 7 subjects**

- i) These candidates can sit for a **minimum of one (1) subject** and a maximum of **six (6) subjects**;
- ii) The candidates must have sat for the KCSE examination not more than three years preceding the year of the examination. These candidates should be given index numbers ending with 801,802 etc for both School and Private repeaters.
- iii) Candidates repeating the KCSE examination must not introduce new subjects that they did not sit for during the first attempt;
- iv) The candidates will get a result slip which will only show subject grade(s). The subject grade(s) on the result slip will not be used to alter the mean grade attained in previous examination sessions;
- v) candidates who wish to repeat less than seven *subjects will only be allowed to repeat provided the subject(s) being repeated appear in their previous certificates.*

2.6 **Candidates with Foreign Qualifications/Certificates**

- 2.6.1 Candidates holding foreign certificates must apply for equation of their qualifications/certificates and receive an approved equation letter allowing them to register for the KCSE examination.
- 2.6.2 The equation of the foreign qualification must be undertaken one year before registration of the KCSE examination;
- 2.6.3 The equation of the foreign certificate will be done by the KNEC at a fee. For more details on equation of foreign certificates visit the KNEC website www.knec.ac.ke.
- 2.6.4 These candidates are also required to sit for the KCSE Qualifying Test which should be sat for one year before registering for KCSE examination.
- 2.6.5 Candidates in this category must submit a result slip from KNEC indicating that they have passed the KCSE qualifying test and the equation letter from KNEC before they are registered for the KCSE examination;

- 2.6.6 It is the responsibility of the head teachers and Sub County Education Officers to ensure that such candidates are registered on-line with the correct previous examination details;
- 2.6.7 They must meet the subject entry requirements for award of the KCSE certificate.

2.7 Candidates with CPE Certificates

- 2.7.1 This category of candidates must enter for a minimum of 7 and a maximum of 9 subjects. They must sit for the Qualifying Test one year before registration of the KNEC examination;
- 2.7.2 They must produce evidence of having spent at least 3 years preceding the year of registration for the KCSE examination after sitting the CPE examination;
- 2.7.3 They must produce a National identity card, passport or an alien identity card. Where this is not possible, the birth certificate and evidence of application for a National Identity card (waiting card) will be required.

2.8 Subject Entry Requirements

Entry requirements remain as usual, it's only grading criteria that has changed so no revision.

- 2.8.1 The Kenya Certificate of Secondary Education shall be awarded to all candidates who fulfill all the requirements for the KCSE examination as prescribed in the KNEC Regulations and Syllabuses. All candidates except repeaters **MUST** sit for a minimum of **seven (7)** subjects selected from **groups 1, 2, 3, 4 and 5** as follows:

Table 2: KCSE Examination Subject Choices

Subject Name	Subject Code	Number of Options
GROUP I (All Compulsory)		
English	101	
Kiswahili	102	
Mathematics Option "A"	121	(choose one option)
Mathematics Option "B"	122	
GROUP II		
Biology	231	
Physics	232	
Chemistry	233	
Biology for the Blind	236	
General Science	237	(to be taken with 122)
GROUP III		
History & Government	311	
Geography	312	

Subject Name	Subject Code	Number of Options
Christian Religious Ed.	313	(choose one option)
Islamic Religious Ed.	314	
Hindu Religious Ed.	315	
GROUP IV		
Home Science	441	
Art & Design	442	
Agriculture	443	
Woodwork	444	
Metal Work	445	
Building Construction	446	
Power Mechanics	447	
Electricity	448	
Drawing & Design	449	
Aviation Technology	450	
Computer Studies	451	
GROUP V		
French	501	
German	502	
Arabic	503	
Kenyan Sign Language	504	
Music	511	
Business Studies	565	

2.8.2 Sighted Candidates

These candidates may take the following combination of subjects:

Either:

- i) **All the three** subjects from **Group 1**-(code numbers **101,102 and 121**);
- ii) at least **two** subjects from **Group 2** (code numbers **231, 232 and 233**);
- iii) at least **one** subject from **Group 3** (code numbers **311, 312 and 313/314/315**);
- iv) any other **one (1)** subject selected from the remaining subjects from Groups **2, 3, 4 and 5**;
- v) candidates can sit for a minimum of seven (7) and a maximum of nine (9) subjects. The extra 1 or 2 subjects can be selected from Groups **2, 3, 4 and 5**;

Or

- i) **three** subjects in **Group 1** (code numbers **101,102 and 122**);
- ii) **General Science** from **Group 2** (code number **237**);
- iii) At least **one subject** from **Group 3** (code numbers **311, 312 and 313/314/315**);
- iv) two (2) subjects selected from the remaining subjects from **Groups 3, 4 and 5**;

- v) candidates can sit for a minimum of seven (7) and a maximum of nine (9) subjects. The extra 1 or 2 subjects can be selected from Groups **3, 4** and **5**;

2.8.3 Candidates with Visual impairment (Blind Candidates)

- i) **Three** subjects from **Group 1** (code numbers **101, 102** and **121**);
- ii) Biology for the Blind code number **236** in **Group 2**
- iii) At least one subject from Group 3 (code numbers 311, 312 and 313/314/315);
- iv) Any other two subjects selected from the remaining subjects from Group 3, Home Science only code number 441 from Group 4 and Group 5;
- v) candidates can sit for a maximum of seven (7) to nine (9) subjects. The extra 1 or 2 subjects can be selected from Groups **3, Home Science only from Group 4** and **Group 5 subjects**.

2.8.4 Candidates with Hearing impairments (HI)

Either

- i) **three** subjects from **Group 1** (code numbers **101, 102** and **121**) **OR English (101), Mathematics Alternative A (121) and Kenyan Sign Language (504)**;
- ii) at least **two subjects** from **Group 2** (code numbers **231, 232** and **233**);
- iii) at least one subject from Group 3 (code numbers 311, 312 and 313/314/315);
- iv) any other one (1) subject selected from the remaining subjects from Groups 2, 3, 4 and 5);
- v) candidates can sit for a maximum of seven (7) and nine (9) subjects. The extra 1 or 2 subjects can be selected from Groups **2, 3, 4** and **5**.

OR

- i) **three** subjects in **Group 1** (code numbers **101,102** and **122**) **OR English (101), Mathematics Alternative B (122) and Kenyan Sign Language (504)**;
- ii) **General Science** from Group 2 (code number **237**);
- iii) at least **one subject** from **Group 3** (code numbers **311, 312** and **313/314/315**);
- iv) any **two** subjects selected from the remaining subjects from Groups **3, 4** and **5**;
- v) candidates can sit for a maximum of nine (9) subjects. The extra 1 or 2 subjects can be selected from Groups **3, 4** and **5**.

- vi) Schools wishing to offer **Mathematics Alternative "B"** and **General Science** must get clearance from the **Director of Quality Assurance and Standards Ministry of Education, Science and Technology**. A copy of the clearance letter must be attached to the registration documents submitted to KNEC;
- vii) **English code 101, Kiswahili code 102 and Mathematics Alternative A code 121 or Alternative B code 122 remain compulsory for all candidates** except for those with **Hearing Impairment who can choose between Kiswahili code 102 and Kenyan Sign Language code 504;**
- viii) Kenyan Sign Language (504) in group V can be taken as an optional subject by any candidate who has been adequately prepared and has covered the prescribed syllabus;
- ix) Hearing impaired candidates who opt to take both Kiswahili code 102 and the Kenyan Sign Language code 504 will be graded using Kiswahili code 102 as their second compulsory language subject. Those who opt to take the Kenyan Sign Language 504 and NOT Kiswahili will be graded using Kenyan Sign language code 504 as their second compulsory language subject;
- x) While making the above choices, the Head teachers, Class teachers and Career teachers must advise the candidates appropriately concerning the **certificate award criteria**. The subject cluster must be taken into consideration to ensure that candidates have chosen the correct subjects in all the **required** clusters in order to be **awarded the KCSE examination results and certificate**.

2.8.5 Entries for Candidates with Special Needs

- i) Head teachers and Sub County Directors of Education are advised to carefully select the category for each individual candidate and enter the information in the form for candidates with special needs.
- ii) This form should be downloaded from the KNEC website and then completed only after the head teacher has adequate evidence of the disability of the candidate(s). The form should be submitted together with registration documents. The entries must be accompanied by:
 - (a) a recent and detailed medical report from a **recognized medical doctor/practitioner;**
 - (b) a full size coloured photograph for physical disability cases;
 - (c) a detailed report from the EARC officer on the ability of the candidate;

- (d) a detailed report from the head teacher indicating whether or not the candidates will require any **form of assistance** from KNEC during the examinations and details of the **nature of assistance** that the candidates may require.
- (e) a detailed report from the head teacher on the kind of assistance given to the candidates during the internal examinations sessions.

2.8.6 **Candidates with Low Vision**

Candidates with low vision will require Large Print papers. Centre Managers and SCDEs should note the following:

- i) the large print papers will be available in **N18** print only;
- ii) the large print papers will be the exact copy of the papers for sighted candidates. Candidates entered for large print papers must therefore follow the same regulations and syllabuses applicable to the sighted candidates.
- iii) Large Print Question Papers should not be requested for if not required.

2.9 **Uploading of photographs of the Candidates**

All candidates are required to upload coloured passport size photographs on-line during entry/keying of the candidates' registration details. The specification of the photograph is 300 x 300 pixes.

2.9.1 No photographs in electronic form or CD shall be submitted to KNEC for action during the registration process.

2.9.2 Candidates are reminded that the photographs will appear on the nominal roll and random sticker and will also be embossed onto the candidates' certificates. No candidate will be issued with a certificate without a photograph.

2.9.3 Detailed instructions on submitting photographs electronically to KNEC are outlined in the Online Registration Manual available on the KNEC website.

2.10 **Registration of Private Candidates**

2.10.1 Any candidate wishing to register as a private candidate will be required to report to the Sub County Director of Education for registration. submit all other registration download the private candidate's registration form from the KNEC website (www.knec.ac.ke).

2.10.2 The candidate will fill the private candidates' form which can be accessed through the registration portal and provide documents required to complete the registration process including examination fees.

2.10.3 The registering officers should ensure that each applicant has the original certificate or result slip and photocopies for certification.

2.10.4 All subjects offered for the KCSE examination are printed on the private candidates' form to enable the candidates select the subjects as per subject clusters.

2.10.5 Extreme care should be taken in the choice of the optional subjects so as to meet the grade award criteria.

2.11 Handling of Transfer of KCSE Examination Candidates

2.11.1 Transfer of a candidate from one examination centre to another may be authorized by the Council on reasons accepted as adequate and on payment of a transfer fee to be determined. Requests for transfer must be consented to by both the releasing and receiving head teachers through their respective Sub County Directors of Education.

2.11.2 Applications for transfer of candidates must reach the Council within two months after closure of registration. Applications for transfer received after this period will not be considered.

2.12 Double Registration of Candidates

Candidates uploaded online are not allowed to be registered in two examination centres. These candidates are considered to have double registered which is an examination irregularity.

2.13 Withdrawal of Candidates from the KCSE Examination

A candidate who withdraws from the Kenya Certificate of Secondary Education examination will not be entitled to a refund of any of the examination fees paid. neither will the fees paid be transferable to any other candidate.

2.14 Payment related issues in Registration of candidates

2.14.1 The Ministry of Education will remit examination fees for all KCSE candidates both private and public schools. However the following candidates will be required to pay examination fees:-

- i) KCSE private candidates
- ii) KCSE repeaters
- iii) KCSE foreign candidates (non citizens)

2.14.2 Examination fees is not refundable or transferable to another candidate nor to another year.

2.14.3 Any Centre Manager or SCDE/SCXO who embezzles examination fees will have committed financial fraud and KNEC will not take responsibility.

2.15 Payment of Examination Fees

2.15.1 The Ministry of Education shall remit examination fees for all public and private schools. All repeaters, private candidates and non-citizens are **expected to pay examination fees through their examination centers and remit the same to the Sub County Directors of Education.**

2.15.2 All Examination fees must be paid into the **Fees Collection Accounts** in any of the banks listed below:

- i) Co-operative Bank;
- ii) National Bank of Kenya
- iii) Kenya Commercial Bank
- iv) Equity Bank

2.15.3 **Re-sitting candidates** will pay examination as outlined below:

Examination fees payable by the government for first attempt candidates are as follows:-

- i) Basic fees -Kes.2,200.00 per candidate;
- ii) Subject fees -Kes.400.00 per subject.

2.15.4 **Table 3a** gives a breakdown of the fees to be paid by the government per school candidate for first entry candidates in accordance with the number of subjects:

Table 3a : Fees Payment by the government for first entry candidates (Institutional candidates)

Number of Subjects	7	8	9
Total fees in Kes.	5,000	5,400	5,800

2.15.5 Examination fees payable for re- sitting, private and foreign candidates are as follows:

- i) Basic fees: Kes.2,700.00 per candidate;
- ii) Subject fees: Kes.400.00 per subject;

2.15.6 The table below indicates what individual **repeating candidates** will be required to pay in accordance with the number of subjects entered for:

Table 3b: Payment for KCSE Examination per Subject(s) for Re-sitting, private and foreign candidates

Number of Subjects	1	2	3	4	5	6	7	8	9
Total fees in Kes.	3,100	3,500	3,900	4,300	4,700	5,100	5,500	5,900	6,300

The rates shall be subject to review from time to time.

2.15.7 Candidates who enter for the subjects with a project component will pay an extra fee of **Kes.200.00**, while for Practical/Aural/ Oral component candidates will be required to pay an extra fee of **Kes.500.00** per subject for all categories of candidates. The subjects are given in **Table 3c**.

Table 3c: Subjects with a Practical/Aural/ Oral Component

Subject		Subject	
i)	Home Science (441)	ix)	Drawing and Design (449)
ii)	Art & Design (442)	x)	Computer Studies (451)
iii)	Agriculture (443)	xi)	French (501)
iv)	Woodwork (444)	xii)	German (502)
v)	Metal work (445)	xiii)	Arabic (503)
vi)	Building construction (446)	xiv)	Kenyan Sign Language (504)
vii)	Power Mechanics (447)	x)	Music (511)
viii)	Electricity (448)		

- 2.15.8 Candidates taking Aviation Technology (450) will pay a fee of Kes.2,500 for the practical paper.
- 2.15.9 It is the responsibility of the head teacher/SCDE to ensure that the correct fee is paid promptly by the institution to avoid queries on remittance of the examination fees.
- 2.15.10 Fees proforma referenced KNEC/EA/EM/KCSE/REG/FS is provided on the KNEC Website and should be downloaded and completed by the Head teacher/SCDE for submission along with the registration documents. The envelopes containing **certified bank deposit slips should be submitted separately**. The total fees shown on the KCSE fees proforma invoice must be paid in one remittance by schools i.e. one bank deposit slip to the Secretary, Kenya National Examinations Council. **Cheques or payment in cash will not be accepted**. For fees collection accounts please refer to general information in part 1 of this manual.
- 2.15.11 Any candidate who withdraws from an examination will not be entitled to a refund of the examination fees.

2.16 Penalty on amendment of registration data after closure of registration period

- 2.16.1 Since KCSE registration is on-line, the Centre Managers and SCDEs (for private centres) will be responsible for the accuracy of the registration data. The Kenya National Examinations Council will not take responsibility for any mistakes arising from the registration details submitted by either the head teachers/SCDE/CDEs.
- 2.16.2 Any amendment requested after closure of the registration period will attract a penalty to be determined by KNEC from time to time. KNEC reserves the right to accept or reject a request of amendment(s).

2.17 Roles of stakeholders in the registration of candidates

The following is a summary of the roles of the various stakeholders involved in the registration of candidates:

- 2.17.1 County **Directors of Education (CDEs) and Sub County Directors of Education (SCDEs)** are expected to ensure the following:
- i) All institutions presenting candidates for the KCSE examination **are approved by the Kenya National Examination Council after meeting the requirements to be an examination centre stipulated in part I of this Manual.** Only schools and centres approved by KNEC as KCSE examination centres after **inspection by SCDEs/CDEs are allowed to register qualified candidates.**
 - ii) Registration for all eligible candidates is undertaken as expected, accurately and within the set timeframes.
 - iii) Private candidates remit their examination fees through Sub County Director of Education office.
 - iv) All head teachers presenting candidates for the KCSE examination download and submit hard copies of their **on-line registration data (nominal roll) vetted and signed** by the candidates by the end of the registration period.
 - v) Maintenance of a checklist of all KCSE School and private examination centres in the Sub County. This should be submitted to the Council during submission of registration materials.
 - vi) Centres hosting private candidates during practical papers have all the required facilities to host the candidates in the Sub county.
 - vii) All eligible candidates are registered by confirming their details against the respective Form III registers before accepting their registration documents. The nominal roll duly signed by the candidates is only submitted **ONCE** to the Council.
 - viii) First attempt candidates are entered for a minimum of **seven (7) subjects** as per the subject cluster prescribed in the **KCSE Examination Regulations and Syllabuses**
 - ix) Principals submit Declarations that all eligible candidates have been registered and the correct **examination fees has been deposited in the KNEC KCSE Bank Collection Accounts where applicable.**
- 2.17.2 The County Directors of Education (CDE), Sub-County Director of Education (SCDE), Head teachers, parents and other stake holders must take note that there will be no registration of candidates after the stipulated registration period.
- 2.17.3 Centre Managers have the responsibility of accurately registering eligible candidates' by ensuring that:
- i) the centre is an approved examination centre with the required facilities and valid registration certificate from the Ministry of Education;

- ii) all eligible candidates in the centre are registered for the examination. Candidates must be correctly categorized as first attempt or repeaters. First time candidates are those who will have studied continuously during the three years preceding registration in secondary schools;
- iii) subject entry requirements and regulations are met as spelt out in the relevant **KCSE examination regulations and syllabuses**;
- iv) all eligible candidates are uploaded in the registration database and examination fees paid for repeaters, private candidates and non-citizens;
- v) registration details for all candidates are accurately captured. Please note that the name in the nominal roll for the KCSE examination must be a replica of name appearing on the candidates' qualifying certificate. It is very important that the correct KCPE examination year or KCSE Qualifying Test and index number is given for each candidate;
- vi) the candidates are entered for the correct subjects (codes) as given in these instructions under subject entry requirements. Care must be taken to observe any restrictions or special requirements that are stated in the KCSE Examination Regulations and Syllabuses;
- vii) candidates have uploaded their coloured passport size photographs as per the KNEC specification. (See instructions on uploading of candidates photographs);
- viii) all candidates are registered only for the subjects offered in the school;
- ix) Principals /SCDE MUST fill in the details required for on the return envelope. The 'Name of School' must be the same as the one appearing on the valid Certificate of Registration. This name will appear on the candidates' certificates;
- x) schools shall download a copy of label for the return envelope from the KNEC website and paste it on the envelope to be used to return registration materials;
- xi) the head teachers and Sub County Education officers (for private candidates) will be required to key in the KCPE or equation details of the candidate for retrieval of the candidate's previous details which should be used for the registration;
- xii) Sub-county Director of Education of the private centre should verify the entries by checking the certificate and the identity card to confirm that it is for the same candidate. If satisfied that all requirements have been met the candidate's number and appropriate entry code will be written in the column marked **"for official use"** in the entry form and the amount of examination fees to be paid and sign it. The Sub-county

- Director of Education will then attach the certified copies of the certificate or result slip to the form. The candidates will then pay the relevant examination fees;
- xiii) the SCDE of the private centre has collected the registration data for private candidates and confirmed the fees payment in the KNEC collection accounts, after which they will upload the data into KCSE data base;
 - xiv) the SCDE of the private centre will then download the candidates' registration data/nominal roll for the candidates to verify and sign the nominal roll for correctness of their details;
The SCDE submits the downloaded and signed list of private candidates (nominal roll), certified bank deposit slips along with other items to KNEC as per the return programme;
 - xv) The SCDE ensuring that the optional subjects appearing on the private candidates' list tally with the private candidates' nominal rolls for the Sub-county;
 - xvi) The SCDE ensuring that the candidates' photos have been uploaded as per the index numbers of the candidates and KNEC specifications.

2.18 Uploading of KCSE Advance Instructions for subjects with Project/Practical Component

- 2.18.1 The KCSE examination starts with the following subjects with a project component, 441/3, 442/3, 443/3, 444/2, 445/2, 446/2, 451/3, 501/3, 502/3, 503/3, 504/3, and 511/1 in the month of January, every year. For some of the subjects with projects there will be two milestones between January and July every year.
- 2.18.2 The advance instructions for the subjects will be posted online for the administration of the project work as per the KCSE examination timetable;
- 2.18.3 Sub County Directors of Education (for private candidates) and head teachers with candidates registered for subjects listed above are required to log on to the KNEC website: www.knec-portal.ac.ke and click on projects button to download all the instructions related to the subjects the candidates are registered for;
- 2.18.4 The marking schemes for all the subjects shall be uploaded together with the advance instructions for use in assessing the projects for both Milestone I and II.
- 2.18.5 Scores for Projects, Practicals, Orals and Aurals will be submitted online for candidates registered for 441/3, 442/3, 443/3, 444/2, 445/2, 446/2, 451/3, 501/3, 502/3, 503/3, 504/3, and 511/1.
- 2.18.6 It is the responsibility of the Sub County Directors of Education and head teachers to ensure that the candidates' scores are keyed. Failure to key the candidates' scores in the KNEC website shall attract a penalty **fee** per candidate.

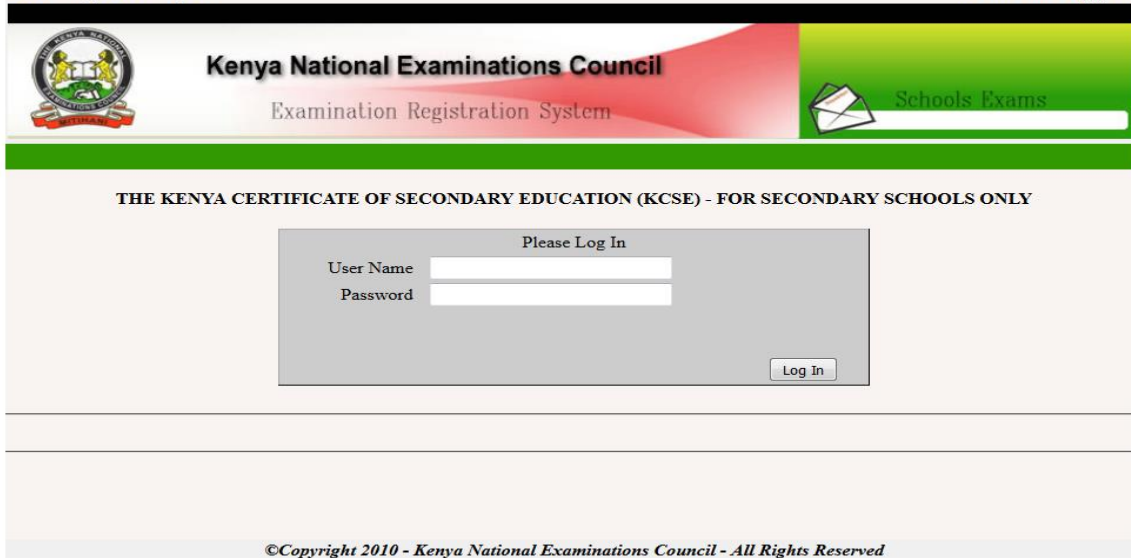


Figure 1: Steps to follow in Uploading Candidates' Details

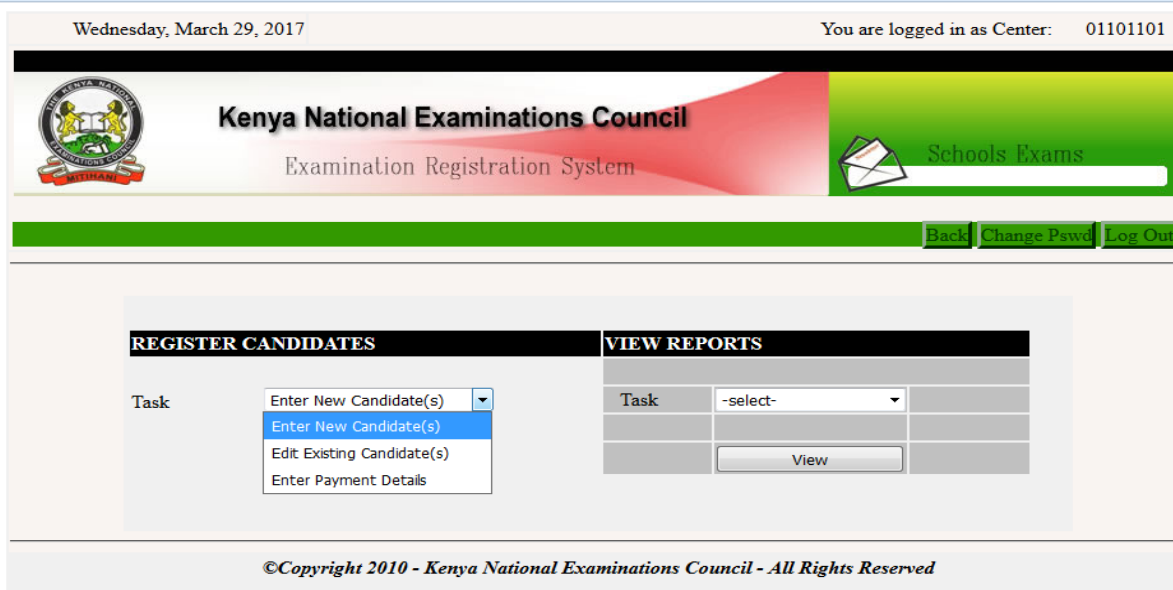


Figure 2: KCSE Examination Registration Log in Page

Kenya National Examinations Council
Examination Registration System

Schools Exams

Back Change Pswd Log Out

ENTER PREVIOUS EXAM DETAILS: Exam **KCPE** Index No.. Year **2013**

Candidates Name Gender **-select-** Year of Birth

Index Number

Entry Code **-select-**

Status **-select-**

Birth.Certificate.No

DISABILITY

None

Blind

Low Vision

Deaf

Physical Handicapped

PHOTOGRAPH

No file selected.

EXAMINATION SUBJECTS

Subject 1 **-select-** Subject 6 **-select-**

Subject 2 **-select-** Subject 7 **-select-**

Subject 3 **-select-** Subject 8 **-select-**

Subject 4 **-select-** Subject 9 **-select-**

Figure 3: Adding a Candidate into the KCSE Examination Register

Back Change Pswd Log Out

ENTER PREVIOUS EXAM DETAILS: Exam **KCPE** Index No.. Year **2013**

Candidates Name Gender **-select-** Year of Birth

Index Number

Entry Code **-select-**

Status **-select-**

Birth.Certificate.No

DISABILITY

None

Blind

Low Vision

Deaf

Physical Handicapped

PHOTOGRAPH

No file selected.

EXAMINATION SUBJECTS

Subject 1 **-select-** Subject 6 **-select-**

Subject 2 **-select-** Subject 7 **-select-**


Subject 3 **-select-** Subject 8 **-select-**

Subject 4 **-select-** Subject 9 **-select-**

Subject 5 **-select-**


Figure 4: Adding a Special Needs Candidate into the KCSE Examination Register

Wednesday, March 29, 2017 You are logged in as Center: 01101101



Kenya National Examinations Council

Examination Registration System



Schools Exams

[Back](#) [Change Pswd](#) [Log Out](#)

REGISTER CANDIDATES

Task:


VIEW REPORTS

Task:

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Figure 5: Editing Data on an Existing Candidate into the KCSE Examination Register

Wednesday, March 29, 2017



Kenya National Examinations Council

Examination Registration System



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School code:

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DATE: 03-29-2017 KENYA NATIONAL EXAMINATIONS COUNCIL TIME: 8:46:05 AM BY EPS Page 1 of 1

"2017 KCSE ENTRIES REPORT - THE NOMINAL ROLL "

DR.AGGREY HIGH SCHOOL






Photo	INDEX	G	CANDIDATE NAME	S1	S2	S3	S4	S5	S6	S7	S8	S9	YOB	EN	CT	BL	L V	DF	PHY	LAST INDEX & YR	F
	01101101001	M	ODHIAMBO COLLINS ABEL	101	102	121	233	232	311	313	565		99	1	C					03106572001	2013
	01101101002	M	MUSEMBI DENNIS KIEMA	101	102	121	233	232	311	312	451		99	1	C					03106412001	2013
	01101101003	M	HUSSEIN ABDULRAHMAN AKHULE	101	102	121	233	231	311	232	451		99	1	C					03106238004	2013
	01101101004	M	MGHENDI E MWAZIGHE	101	102	121	233	232	312	313	443		98	1	C					01101203001	2013
	01101101005	M	MWASHEMU MWAWANA STANLEY	101	102	121	233	231	312	232	443		00	1	C					01101305001	2013

Figure 6: Nominal Roll for the KCSE Examination Register

2.19 Return of Registration Materials

- 2.19.1 All schools must submit their registration documents through the Sub County Directors of Education. The registration details for the candidates must be correctly captured. This information must be carefully checked and submitted to the Council together with the entry forms.
- 2.19.2 To ensure that the registration documents are submitted to KNEC according to the delivery programme forwarded to all sub-counties. The following documents are expected to be submitted to KNEC:
- i) Signed nominal rolls;
 - ii) Declaration forms;
 - iii) Candidates with special needs forms;
 - iv) Nil return forms;
 - v) Deposit slips for fees payment for repeaters, non-citizens and private candidates.

2.20 KCSE Qualifying Test

The KCSE Qualifying Test (QT) is a proficiency test measuring candidate's ability to sit for the KCSE examination. The examination is taken in one day during the month of November during the administration of the KPSEA assessment.

2.20.1 Eligibility

The KCSE Qualifying Test is open to all bona-fide residents of Kenya and those in the Kenya Missions abroad after making a formal application to KNEC six months before the year of examination. The persons must fulfill the following entry requirements as stipulated the regulations:

- i) All persons with primary certificate other than KCPE certificate eg Certificate of Primary Education (CPE).
- ii) All persons with a foreign primary certificate received after less than eight years of primary school education.

2.20.2 Registration of KCSE QT Candidates

- i) Registration of candidates is undertaken at the office the County Director of Education between January and March. Registration is done online like other KNEC examinations.
- ii) The following documents are required for registration of candidate:-
 - a) Bank deposit slip of the prescribed examination fees. As of year 2017 the examination fees is **Kes.3,000.00.**
 - b) Certified copy of the CPE certificate

or

 - c) Certified copy of a foreign certificate of primary school education and a letter of equation from KNEC

recommending the candidate to sit for KCSE Qualifying Test.

- iii) Any further information on registration and conduct of this examination are those given in Part 1 of this Manual.

2.20.3 Examination **KCSE QT shall be offered once a year at the end of the year.**

- i) The online administration of the test allows for timely processing and notification of results.
- ii) Once a candidate passes the test, he or she can register for KCSE for the subsequent year before the registration deadline.

2.20.4 **Guidelines on Release of KCSE (QT) Results**

The subjects offered for the Qualifying Test shall cover content from primary school; Form 1 and 2 Secondary school syllabus as follows:

i) **QT 903/1: English**

This paper shall comprise 50 objective questions, drawn from the following areas:

- (a) Cloze test - 10 marks
- (b) Oral skills - 5 marks
- (c) Grammar - 20 marks
- (d) Comprehension - 15 marks

The total score in this paper will be 50 marks.

The duration of the paper shall be 2 hours.

ii) **QT 903/2: Kiswahili**

This paper shall comprise **50 objective** questions drawn from the following areas:

- (a) Cloze test- 15 marks
- (b) Grammar - 20 marks
- (c) Comprehension - 15 marks

The highest score in this paper is **50** marks.

The duration of the paper shall be 2 hours.

iii) **QT 904: Mathematics and Science**

The paper shall comprise **50 objective** questions in **two** sections as follows:

(a) **Section A: Mathematics**

This section shall comprise **20 objective** questions.

The highest score in this section shall be **40 marks**.

(b) **Section B: Science**

This section shall comprise 30 objective questions as follows:

- (i) Chemistry - 10 marks;
- (ii) Biology – 25 marks;
- (iii) Physics - 50 marks.

The highest score in this section will be 60 marks

The duration of the paper shall be 2 hours and 30 minutes.

2.20.5 General Information

- (i) Qualifying Test is a proficiency examination. The pass mark is 35%.
- (ii) KNEC gives a formal statement upon release of the results.
- (iii) Result slips for the QT are produced two weeks after the test.
- (iv) Result slips for the QT are produced real time.

PART III

3.0 CONDUCT AND MANAGEMENT OF KCSE EXAMINATION

This part gives information on field administration, conduct and management of the KCSE examination.

3.1 Deployment of heads of institutions, supervisors, invigilators, security officers and drivers

3.1.1 **Heads of Institutions (Centre Managers)**, Supervisors and Invigilators play critical roles in the conduct of national examinations and the success of these examinations depends on entrusting this duty to dedicated teachers of **high integrity**.

3.1.2 **TSC Sub County Directors** and **Sub County Directors of Education** must read and understand these guidelines in order to understand the requirements of the personnel they will recruit and deploy to administer KNEC examinations.

3.1.3 The following are guidelines on deployment of personnel involved in the administration of KCSE examination, the TSC Sub County Director is requested to:

- i) vet, recruit and deploy into the cp2 system qualified serving secondary school teachers of high integrity who are employed or registered by TSC to carry out supervision and invigilation of KCSE examination;
- ii) issue Principals, Supervisors and Invigilators with pockets for badges and straps-

3.2 Qualification of Centre Managers

3.2.1 Centre Managers are the principals of the examination centre by virtue of their position as the head of the institution. Centre Managers are responsible to TSC Sub County Directors and by delegation to the Council, for the proper conduct of the KCSE examination in their respective examination centres.

3.2.2 Their qualifications are as follows:-

- i) Be the principal of the institution, with a minimum of Diploma in Education or higher;
- ii) persons of high integrity as provided for in chapter 6 of the constitution and who are employed and registered with TSC;
- iii) The TSC Sub County Director will deploy centre managers to schools with principals who are not registered by TSC.

3.3 Qualification of supervisors

Supervisors are responsible to TSC Sub County Directors and by delegation to the Council, for the proper conduct of the KCSE examination in their respective examination centres. Their qualifications are as follows:-

- 3.3.1 be serving secondary school teachers employed by TSC or registered with TSC with a minimum qualification of Diploma in Education or higher, preferably senior teachers or heads of departments. Teachers not in active service must not be engaged to undertake supervision and invigilation of examinations;
- 3.3.2 public service employees in Job group K and above, and who have previously served as teachers and have successfully supervised national examinations in the past;
- 3.3.3 persons of high integrity as provided for in chapter 6 of the constitution and who are employed and registered with TSC;
- 3.3.4 have minimum of three years experience as Invigilators;
- 3.3.5 have the ability to attend to details.

3.4 Qualification of Invigilators

Invigilators are responsible to the TSC Sub County Directors and by delegation to the Council under the direction of the Supervisors for the proper conduct of KCSE examination. Their qualifications are as follows:-

- 3.4.1 be trained serving secondary school teachers with qualifications of Diploma in Education or higher and are employed by TSC or registered with Teachers Service Commission (TSC). Teachers not in active service must not be engaged to undertake supervision and invigilation of KCSE examination;
- 3.4.2 have teaching experience of one year or more;
- 3.4.3 be persons of high integrity;
- 3.4.4 Institutions with candidates, who are touch readers (blind),
- 3.4.5 should at least have one invigilator who is conversant with braille.
- 3.4.6 Students, secretaries, messengers and/or clerks must not be used to supervise or invigilate KNEC examinations. In the event that there are fewer supervisors/invigilators, the TSC Sub County Directors may request KNEC through writing to be permitted to recruit the available teachers immediately, giving the details of teachers available for recruitment .

NB: Supervisors and Invigilators who do not meet the above qualifications are not legible for any payment.

3.5 Deployment of contracted professionals into the cp2 system

- 3.5.1 All the contracted professionals are required to register into the cp2 system to enable their deployment online.

- 3.5.2 Once deployed the centre managers, supervisors and invigilators will be required to download and print their appointment letters that are attached to their badges;
- 3.5.3 KNEC will provide pockets and straps for inserting the **badges**.

3.6 Daily Attendance registers

- 3.6.1 Centre managers will be expected to use the examination centre logging in credentials to take daily register of self, Supervisors, Invigilators, Drivers and Security Officers at the examination centres. At the end of the examination the centre manager will download the attendance register and Centre Manager, Supervisor, Invigilator(s) and security officers will be required to sign the attendance register. The centre manager will stamp and forward the signed attendance register to the SCDE for submission to KNEC. The attendance register will be used to verify claims of supervision personnel for purposes of payment.
- 3.6.2 Duly filled attendance registers must be submitted to KNEC by the SCDE/SCXO/TSC Sub County Directors not later than one week after completion of the respective examination.
- 3.6.3 Any centre manager, Supervisor, Invigilator and Security officer who fails to sign downloaded online attendance register will not be paid.

3.7 Recruitment of Supervisors and Invigilators

During the recruitment, deployment and/or appointment of Supervisors and Invigilators the following procedure should be followed:

- 3.7.1 One Supervisor should be appointed per examination centre with a minimum of **30 candidates, unless the centre has been approved to conduct examination in their own centre with less than 30 candidates**.
- 3.7.2 Supervisors and invigilators should not be deployed to centres that they have vested interest. The supervisors, invigilators and centre managers will be required to declare interest of the examination centre they are posted to;
- 3.7.3 Centre managers will be required to verify supervisors and invigilators posted in their centres by confirming their details and work station. They will be requested to take attendance a daily basis;
- 3.7.4 Both hosted and hosting centres must have their own centre managers. However, the hosting centre manager will be expected to collect and return examination materials from the container;
- 3.7.5 Deputy centre managers for hosting examination centre will be required to be at examination centre during examination
- 3.7.6 No supervisor or invigilator will be deployed in a school they have served in the last two consecutive years;

- 3.7.7 KCSE supervisors will be rotated on a weekly basis. The outgoing supervisor must prepare brief handing over notes for the incoming supervisor.
- 3.7.8 in the case of large examination centres with over **200** candidates, a second Supervisor may be nominated to be in charge of his/her own rooms and a group of Invigilators;
- 3.7.9 Invigilators should be deployed on the basis of one **(1)** Invigilator per examination room. An ideal examination room should have the capacity to accommodate twenty (20) candidates at a spacing of 1.22 meters on all sides. Where a hall is used as an examination room, one Invigilator should be deployed for up to a maximum of forty (40) candidates. There should be no over deployment of invigilators in the examination centre, KNEC will NOT pay over recruited staff;
- 3.7.10 Supervisors and Invigilators must not be deployed to supervise their own students and those in affiliated institutions. Swopping of Supervisors and Invigilators between colleges must not be allowed;
- 3.7.11 The TSC Sub County Director and Sub County Directors of Education of the gazetted hardship areas should seek approval for any deployment of Supervisors, Invigilators, Security, Officers and Drivers that may require night out allowances to administer an examination.
- 3.7.12 **Two security officers** should be deployed in an examination centre, except in areas prone to security lapses where more security officers can be deployed with the approval of KNEC. A report giving reasons why more than two **(2)** security has been used should be submitted to KNEC at the end of the exercise.
- 3.7.13 Four armed security officers should be deployed to guard the container for the examination materials (two during the day and two at night). The security officer in charge of the Critical infrastructure protective Unit (CIPU) will supervise the four **(4)** security officers in charge of the container;
- 3.7.14 The data capturers will assist the supervision personnel and other field officers in registration and deployment in the cp2 system.
- 3.7.15 Sub County Directors of Education should submit to KNEC the attendance registers for all their examination centres and containers when returning examination materials;
- 3.7.16 Supervision personnel and field officers who sign attendance register and their mobile numbers are in line with their money transfer accounts will be paid.

3.8 Posting of Supervisors and Invigilators

- 3.8.1 It is important that distances travelled by Supervisors and Invigilators are minimized to increase efficiency and ensure examinations are conducted on time. This will help control the expenditure on the conduct of national examinations.

3.8.2 Supervisors and Invigilators should be posted within proximity of the distribution and examination centres and work as commuters.

3.9 Night out allowance for Supervisors and Invigilators

3.9.1 Only under special circumstances will night-out allowance be considered for gazetted hardship areas provided that:

- i) there is a genuine case for deploying a Supervisor/Invigilator away from his/her working station and who cannot commute on daily basis;
- ii) night-out allowance is confined to examination dates only;
- iii) the Teachers Service Commission (TSC) County Directors and TSC Sub County Directors should scrutinize the claims to ensure that the information given is accurate, especially with regard to the exact number of nights the claimant spent out of his/her working station as well as the actual distance between the working station and the new station;

3.9.2 In all cases, the TSC County Directors and the TSC Sub County Directors **should seek written authority from KNEC in advance giving names, reasons, number of nights, distances and expenditure involved.**

3.10 Replacement of Supervisors and Invigilators

3.10.1 If fresh nominations are necessary, TSC Sub County Directors will appoint and deploy officers who meet the qualifications stipulated in this manual and forward their details to KNEC for registration.

3.10.2 Any person who does not qualify **must not be used as replacements.**

3.11 Payments of Supervisors and Invigilators

3.11.1 The Kenya National Examinations Council shall pay all the personnel involved in the administration of examinations through mobile phones or any other method that it will deem as efficient and fast. All personnel involved should therefore ensure .

3.11.2 The Kenya National Examinations Council will validate payment to be made to supervision and field officers through mobile money transfer mode to ensure that only intended clients are paid.

3.11.3 Payment for supervision exercise shall be done subject to the following:

- i) Duly completed documents, records and reports of supervision returned to the Council. Honesty in making claims must be emphasized to all the field personnel;
- ii) Provision of correct **identification card number** and **mobile phone number** which is registered by a mobile phone service provider

3.11.4 The current allowances as per KNEC approved KNEC rates are as indicated below:

Table 4: Approved Rates of Allowances' Rates

Category	Supervisor	Invigilator	Centre Managers	Security Officer	Driver
Rate per day (Kes)	680.00	510.00	Hosting: 550.00 Hosted: 350.00	470.00	455.00

These rates are subject to review from time to time.

3.11.5 Except as specified above, KNEC **will not** pay claims for:

- i) night-out;
- ii) subsistence;
- iii) lunches;
- iv) hired vehicles;
- v) vehicles belonging to Supervisors used as taxis;
- vi) Supervisors and Invigilators who do not qualify.

3.11.6 Supervisors, Invigilators, Drivers and Security Officers who do not provide correct details. Names submitted to KNEC **must match those registered with mobile service provider.**

3.11.7 All Supervisors and Invigilators should also be informed that KNEC will not pay any allowance to Supervisors/Invigilators who do not sign the online attendance register.

3.11.8 Any personnel who infringe any of these conditions or the regulations for the conduct of examinations, or submit false or claims will be deregistered, reported to their employer and may have criminal proceedings instituted against them as per the KNEC Act No. 29 of 2012.

3.12 Transport

The Deputy County Commissioner, County Director of Education (**CDE**) and the **Sub County Director of Education (SCDE)** will be responsible for all transport arrangements and should note that:-

3.12.1 Government, institutional or school transport should be used for the transportation of examination materials;

3.12.2 Hired or personal vehicles must **not** be used.

3.13 Deployment of Security Officers, Drivers, Data Capturers and Clerks

3.13.1 Two (**2**) security officers will be deployed in an examination centre. Where the candidature is more than 250, a third security officer will be engaged.

- 3.13.2 Sub Counties that are prone to banditry attacks or are insecure and require additional security will be required to seek approval a month before the start of the examinations.
- 3.13.3 Drivers and Security Officers at the examination centres MUST sign the downloaded attendance register of the examination centre. Any claims from personnel who have not signed the attendance register will not be honoured.
- 3.13.4 TSC Sub County Director should appoint one of the secretaries in their office as a data capturer to assist contracted professionals to register in to the cp2 system and deploy them into the system.
- 3.13.5 The rate of payment for data capturers for the KCSE examination is Kes. 1,050.00.
- 3.13.6 The Sub County Director of Education should appoint one clerk to assist in handling the examination materials at the container. The clerk will be paid **Kes. 575.00** per day.

NB: The rates are subject to review from time to time.

3.14 Roles of Supervisors, Invigilators and Field Officers involved in the administration of the KCSE Examination

These are roles to be undertaken by officers involved in the administration of the KCSE examinations. They should be read carefully by those charged with the responsibility of the field administration of the examination.

3.14.1 Role of the County Commissioner

The County Commissioner is the overall in charge for the successful conduct of the examinations in the County. He/she is answerable to the National Government and in particular to the Cabinet Secretary Ministry of Interior and National Administration and by delegation to KNEC. He/she is expected to ensure that the Deputy County Commissioners and the Assistant County Commissioners perform their roles successfully.

3.14.2 Role of the Deputy County Commissioner and the Assistant Deputy County Commissioner

The Deputy County Commissioner and Assistant County Commissioner in liaison with the Sub-County Director of Education are responsible for the successful conduct of the national examinations in the Sub-County. They are answerable to the County Commissioner and by delegation to KNEC. Their role shall include:

- i) receipt of all the boxes containing examinations question papers and other examination materials delivered at the distribution centre by KNEC;
- ii) vet and confirm that the boxes containing examination materials are intact and have not been tampered with at the point of receipt and before they are opened on each examination day;
- iii) open and lock the container jointly with the SCDE on daily basis while ensuring adherence to the double locking and access system;
- iv) monitor the security of the question papers and candidates' answer scripts stored at the distribution centre throughout the examination period;
- v) ensure that the distribution centre is opened at the time stipulated by KNEC early enough to enable timely delivery of question papers to examination centres;
- vi) ensure that the distribution centre for the examination materials is guarded by armed security officers on a twenty four hour (**24**) basis;
- vii) ensure that Education officers and Head of institutions transporting examination materials are escorted by armed security officers to and from the examination centres on a daily basis;
- viii) ensure deployment of armed security officers to all examination centres throughout the examination period;
- ix) ensure provision of armed security officers to escort answer scripts to KNEC offices;
- x) Liaise with the County government and other government departments to ensure the Sub-County Director of Education is provided with adequate and suitable vehicles for use to transport examination materials.

3.14.3 **The Role of the Regional Directors of Education**

The **Regional Coordinator of Education** is the overall in charge for the successful conduct of the examinations in the region. He/she is answerable to the Ministry of Education and in particular to the Cabinet Secretary, Ministry of Education, and by delegation to KNEC. He/she is expected to ensure that the County and Sub County Directors of Education perform their roles successfully.

3.14.4 The Role of the County Director of Education

The County Director of Education is responsible to the Kenya National Examinations Council for the successful conduct of the examinations in the County. His/her duties include to:

- i) oversee receipt of all the boxes containing examination question papers and other examination materials delivered at the distribution centre by KNEC;
- ii) liaise with the County Commissioner to ensure security of question papers at the distribution centre, to the examination centre and safe return of answer scripts to the distribution centre on daily basis;
- iii) ensure that examination rooms have the required facilities and have conducive environment for conduct of examinations;
- iv) co-ordinate the deployment of education officers to manage distribution centre and identification of drivers to be engaged in the transportation of examination materials;
- v) oversee and coordinate provision of adequate and suitable vehicles for use to transport question papers to examination centres and return of candidates answer scripts to the distribution centres;
- vi) oversee the prudent use of the funds allocated for management of examinations and ensure surrender of imprest as per the Government policy;
- vii) brief education officers, *Heads of institutions, officers managing distribution centre, Supervisors, Invigilators and security officers* jointly with *TSC County Director* and *KNEC officers (where applicable)* on guidelines on conduct of examinations;
- viii) monitor the conduct of examination in their respective counties while ensuring examinations are conducted according to KNEC rules and regulations;
- ix) manage data of Education officers, security officers and drivers involved in the administration of examinations in the county;
- x) oversee the safe return of all candidates' examination answer scripts and other related examination documents to KNEC offices.

3.14.5 **The Role of the County Examinations Officer**

The County *Examinations Officer* is directly answerable to the County Director of Education. He/She assists the CDE for the proper and successful field administration of examinations in the county.

3.14.6 **The Role of the Teachers Service Commission (TSC) Regional Directors**

The TSC **Regional Director** is the overall in charge teacher deployment to supervise and invigilate in the region. He/she is answerable to the TSC CEO and by delegation to KNEC. He/she is expected to ensure that the TSC County and Sub County Directors perform their roles successfully.

3.14.7 **The Role of the TSC County Director**

The Teachers Service Commission (TSC) County Director is responsible to the Kenya National Examinations Council for the successful conduct of the examinations in the county. His/her duties include to:

- i) ensure that all supervisors and invigilators involved in the administration of the examinations are employed or registered with TSC;
- ii) oversee deployment of supervisors and invigilators to various examination centres;
- iii) brief *Heads of institutions, Supervisors and Invigilators* jointly with the *County Director of Education*, and *KNEC officers* (where applicable) on guidelines on conduct of examinations;
- iv) coordinate and ensure that all Heads of Institutions collect question papers and other examination materials from the distribution centre and return candidates answer scripts to the distribution centres on daily basis;
- v) ensure discipline of Head of institution Supervisors and Invigilators deployed to administer examinations;
- vi) monitor Head of Institutions, Supervisors and Invigilators during the conduct of examinations to ensure that the examinations are administered according to KNEC rules and regulations;

- vii) Oversee submission of payment related queries for Head teacher Institutions, Supervisors and Invigilators.

3.14.8 The Role of the County Police Commander

The County Police Commandant is the overall in charge security of examinations in the County. He/she is answerable to the National Government and in particular to the County Commissioner and by delegation to KNEC. He/she is expected to ensure that the Sub County Police commanders (SCPCs) perform their roles successfully. Their roles include to:

- i) oversee security of examination materials at the county during the administration of all examinations;
- ii) ensure all the distribution centre in the county are guarded by armed security officers on a 24 hour daily basis;
- iii) Ensure each examination centre is guarded by armed security officers.

3.14.9 The Role of the Sub-County Director of Education

The Sub-County Director of Education (SCDE) is directly answerable to the County Director of Education for the proper and successful field administration of examinations in the Sub-County. His/Her duties include the following:

- i) brief Heads of institutions, education officers, Supervisors, Invigilators and security officers jointly with TSC Sub-County Director and KNEC officers (where applicable) on guidelines on conduct of examinations provided by KNEC;
- ii) receipt of the boxes containing question papers and other examination materials delivered to the distribution centre by KNEC;
- iii) ensure that the distribution centre is opened at time stipulated by KNEC early enough to enable timely delivery of question papers to examination centres; Each distribution centre serves a small number of examination centres. The Sub County Director of Education will inform the Heads of institution of their distribution centres well in advance of the examination.
- iv) jointly open and lock the distribution centre with the DCC on daily basis while ensuring adherence to the double locking and access system;

- v) monitor the security of the question papers and candidates' answer scripts stored at the distribution centre throughout the examination period;
- vi) vet and confirm that the box number indicated on the box label corresponds to the dispatch document and the centres listed as contained in the box;
- vii) confirm that the boxes containing examination materials are intact and have not been tampered with at the point of receipt and before they are opened on each examination day. The SCDE manning distribution centers and Heads of institution **MUST NOT** open any bag or carton before the scheduled date and time;
- viii) vet the Head teachers using the appointment letters before issuing the examination question paper packets to them;
- ix) ensure that the distribution centre and the boxes containing examination materials are opened in the presence of the head teachers and security officers escorting examination materials to the examination centres;
- x) ensure that only the boxes with examination papers for the specific examination day as indicated on the examination timetable are opened and that question paper packets are issued after confirmation of the details on the packet;
- xi) be in charge of issuing question papers and other examination stationery to head teachers at the distribution centre. **Care must be taken to ensure that no packets are forgotten in the boxes and that the Head teachers carry only the packets that are for their schools;**
- xii) ensure twenty four (24) hour armed security of question papers at the distribution Centre;
- xiii) liaise with the Sub-County Commissioner for provision of armed security officers at the examination centres;
- xiv) ensure that there are armed security officers to escort the Head teachers after collection of the question papers and when returning the candidates answer scripts to the distribution centre;
- xv) ensure that examination rooms have the required facilities and a conducive environment for the conduct of the examinations;
- xvi) identify and deploy Education Officers to manage the distribution centres and issuing of question papers in the Sub – Counties with more than one distribution centre;

- xvii) identify and deploy drivers to be involved in the transportation of question papers to examination centres and return of answer scripts to the distribution centre;
- xviii) liaise with County Director of Education and the Deputy County Commissioner to ensure availability of adequate and suitable vehicles for use to transport question papers to examination centres and return of candidates answer scripts to the distribution centre;
- xix) monitor the conduct of national examinations in the Sub-County while ensuring examinations are conducted according to the KNEC rules and regulations;
- xx) ensure that the declaration on the empty question paper packets is duly signed put in cartons and returned to KNEC;
- xxi) ensure that all boxes containing candidates scripts/ answer scripts are sealed at the end of each examination day in the presence Head teachers and security officers after accounting for all of them from the examination centre;
- xxii) ensure the safe return of all candidates' answer scripts and other related examination documents to KNEC offices;
- xxiii) manage the data of education officers and security officers involved in the conduct of examinations in the Sub-County;
- xxiv) ensure the declaration on the empty question paper packets is duly signed and put in cartons and returned to KNEC;
- xxv) ensure prudent use of the funds allocated for managing the examinations and prompt surrender of imprest as per Government policy;
- xxvi) maintain detailed and accurate records of examination question papers issued, the answer scripts received and any evidence on examination irregularities at the end of each examination day.

3.14.10 The Role of the Sub County Examinations Officer (SCXO)

- i) The Sub County Examinations Officer is directly answerable to the Sub County Director of Education. He/She assists the SCDE for the successful field administration of examinations in the Sub-County ranging from registration of candidates to certification.
- ii) In administration of examinations, the Sub County examination officer can be appointed by Sub County director of education to

man a container where there are two containers in that Sub County.

- iii) Sub County examination officers can serve as an EMD.
- iv) KNEC will not pay sub county examination officers who have not been assigned duties.

3.14.11 The Role of the TSC Sub-County Director

The TSC Sub-County Director in liaison with the TSC County Director is responsible to the Kenya National Examinations Council for the successful conduct of the examination in the Sub-County. His/her duties include to:

- i) ensure that all Head of institution collect question papers and other examination materials and return candidates answer scripts on daily basis from and to the distribution centre ;
- ii) ensure that all Supervisors and Invigilators involved in the administration of the examinations are registered and employed by the Teachers Service Commission;
- iii) appoint and deploy Supervisors and Invigilators to examination centres;
- iv) brief Heads of institutions, Supervisors and Invigilators jointly with Sub-County Director of Education and KNEC officers (where applicable) on guidelines on Conduct of examinations before the start of each examination;
- v) ensure discipline of Head of Institutions, Supervisors and Invigilators deployed to administer the national examinations. He/she shall be expected to ensure that Head teachers, Supervisors and Invigilators conduct examinations according to the guidelines of the Kenya National Examinations Council;
- vi) monitor Head of Institutions, Supervisors and Invigilators during conduct of the examinations in the Sub-County to ensure that the examinations are conducted according to KNEC rules and regulations;
- vii) submit payment related queries for Head of Institutions, Supervisors and Invigilators involved in the conduct of the examinations to KNEC.

3.14.12 The Role of the Sub County Police Commander

The SCPC is the overall in charge of security of examinations in the Sub County. He/she is answerable to the County Police Commander (CPC) and

by delegation to KNEC. He/she is expected to ensure that all the security officers deployed at the sub county involved in the field administration of examinations are briefed and perform their roles successfully. Their roles include to ensure:

- i) the availability of armed security to escort Head teachers from distribution centre and back.
- ii) the distribution centre in the Sub County is guarded by armed security officers on a 24 hour daily basis;
- iii) each examination centre is guarded by armed security officers.

3.14.13 **The role of the Education Officer Managing Distribution Centre (EMD)**

The Education officer managing distribution centre is appointed, briefed and is answerable to the SCDE and by delegation to KNEC. Each distribution centre should have **one** EMD. The Sub County Director of Education will be required to appoint an officer conversant with education matters from the Ministry of Education to serve as EMDs. The EMD will:

- i) assist the SCDE in issuing question papers and other examination materials at the distribution centre to Head of institutions and receive candidates' answer scripts on daily basis;
- ii) assist the SCDE and DCC to ascertain that only the boxes with examination papers for the specific examination day as indicated on the examination timetable are opened and that question paper packets are issued after confirmation of the details on the packet. ***All boxes containing question papers are clearly dated and MUST NOT be opened before the date of the examination;***
- iii) assist the SCDE to ensure that all return envelopes containing candidates' answer scripts are received and properly sealed in the bags/boxes at the distribution centre at the end of each examination day;
- iv) supervise the sealing of boxes containing answer candidates scripts at the end of each examination day in the presence of SCDE, DCC, head of Institutions and security officers after accounting for all the answer scripts from the examination centre;
- v) assist the SCDE and the DCC to hand over the boxes/bags containing candidates scripts for return to KNEC;

- vi) maintain detailed and accurate records of examination question papers issued, the answer scripts received and any evidence on examination irregularities at the end of each examination day.

3.14.14 **The Role of Security Officers**

Their roles include:

- i) oversee the receipt of examination materials from KNEC at the distribution centre;
- ii) provide armed security escort for examination materials while on transit from KNEC to the distribution centre;
- iii) ensure the security of examination materials at KNEC, distribution and examination centres during the examination period;
- iv) witness the opening of the container by the SCDE and DCC and verify that the bags/boxes containing examination materials are intact;
- v) witness the taking over of the examination papers by the Head of institution from the distribution centre;
- vi) provide armed security escort to the Head of Institutions as they transport question papers to examination centre and return of candidates answer scripts/sheets to distribution centre;
- vii) witness that question paper packets are intact when being handed over to the supervisor by the Head of Institutions ; and at the point of opening before distribution to the candidates by the Invigilator;
- viii) remain within the examination centre to witness the distribution of question papers and the conduct of the examination in accordance with the written instructions issued to the Supervisor;
- ix) guard the mobile phones kept in a desk placed outside the examination room and ensure no one access their phone when the examination is in progress;
- x) guard the examination centre until the examination is over and the answer scripts are returned to the distribution centre;
- xi) ensure security is maintained at the examination centre throughout the examination period;
- xii) witness the collection, receipt, counting and sealing of the candidates' answer scripts into the return envelope immediately at the end of each examination session. This must be done in the examination room in full view of the candidates;

- xiii) witness the handing over of packets containing candidates' answer scripts/sheets by the supervisor to the head teacher sign the accountability/ tracking form;
- xiv) apprehend candidates involved in examination malpractice i.e impersonators at the end of the examination session and hand them over to the nearest police station;
- xv) witnesses the receipt of packets containing the candidates answer sheets/scripts by the Education officer managing the distribution centre at the end of each examination day.

Important Note: Security officers are advised to avoid interaction with candidates during the examination session unless necessary.

3.14.15 The Role of Centre Managers

The Head teacher has a personal responsibility to ensure that examinations in their centre are managed according to the Council laid down regulations and that no examination irregularities occur. In this regard, they shall be **centre managers** and will be required to perform the following roles related to the administration of the examination:

- i) report to the distribution centre in the Sub- County to collect the question papers for their centre and return the candidates answer scripts to the distribution centre on daily basis. Each head of institution must, in person and **NOT** by delegation collect the question papers for the day each morning;
- ii) witness the opening of the container by the SCDE and DCC and verify that the bags/boxes containing examination materials are intact;
- iii) the Education Officer and the head teacher must verify and record the examination papers issued for each day to ensure that they are the correct papers for the day as per the timetable. **Care must be taken to ensure that no packets are forgotten in the boxes and that the Head teachers carry the packets for their centre;**
- iv) be present in the examination room on the rehearsal day, She/He should brief candidates on the rehearsal day in liaison with the Supervisor. The activities to be carried out on the rehearsal day include:

- a) receive supervisor(s) and invigilators allocated to the examination centre;
- b) allocate a room with a lockable cabinet/cupboard to the Supervisor for distribution of examination materials **other than the question papers** during the examination period. The room should not be accessible to any other person;
- c) provide a lockable desk to the supervisor for placing all the mobile phones of the officers and persons in the examination centre during examination session.
- d) ensure that examination rooms are located in a conducive environment, have adequate security, ventilation and lighting;
- e) ensure that examination rooms are free of stimulus materials, have no writings on the walls, and desks. The desks should be arranged as per KNEC specifications of 1.22m apart or 4ft on all sides;
- f) provide the Supervisor with the materials/equipment required to administer the examination i.e. wall clock, bell, stapler, staple pins, chalk and duster;
- g) introduce candidates to Supervisor(s) and Invigilators and brief them on how to conduct themselves during the examination period;
- v) hand over the question papers to the supervisor on arrival at the school for the administration of the examination in the presence of the security officer ensuring that the **accountability documents are duly signed**;
- vi) witness the opening of the question papers at the beginning of each examination session and the sealing of the return envelopes containing the candidates' answer scripts;
- vii) release all teachers who have been identified by the TSC County Director or TSC Sub-County Director, to participate in the supervision and invigilation of the examination;
- viii) ensure that each candidate has a desk to himself/herself with a label showing his/her name and index number pasted on the desk. Candidates should not sit opposite each other on the same table or desk;
- ix) receive the candidates answer scripts from the supervisor at the end of the examination day and return them to the distribution

- centre. This shall be handed over to the education officer managing the distribution centre;
- viii) ensure cleanliness and proper arrangement of the examination rooms before handing the rooms over to the Supervisor on each day of the examination;
 - ix) ensure that the staff of the institution do not interact with the candidates in any way while the examination is in progress;
 - x) ensure candidates are searched as they enter for every examination session to confirm that unauthorized materials
 - xi) are not smuggled into examination rooms;
 - xii) inform candidates not to carry any unauthorized materials to the examination rooms including mobile phones and other electronic devices;
 - xiii) identify and ensure that only bona fide candidates are presented to the Supervisor during examinations to avoid impersonation.
 - xiv) complete the section on declaration by head teachers which is contained in the Report and Certificate of Supervision.
 - xv) remain in their duty stations when the examination is in progress to ensure the smooth running of the examination;
 - xvi) fill the Head teachers' confidential report online and submit a hard copy of the same to the Sub-County Director of Education for forwarding to KNEC on the last day of examination in a separate envelope indicating: absent candidates, paper(s) affected and reasons why the candidates are absent;
 - xvii) keep record of:
 - (a) Supervisors and Invigilators assigned to his/her examination room;
 - (b) hosted centres (where applicable);
 - (c) observed irregularity cases (where applicable);
 - (d) list of candidate(s) who sat for the examination **in other venues e.g. Hospitals, Prisons and police remand** giving the exact location where they sat for the examination (where applicable). **Please note that candidates are not allowed to take the examination in dormitories;**
 - xviii) virtues such as honesty, hard work and moral rectitude are inculcated into their students as part and parcel of their character building in order to resist the tendency to cheat in the examinations;

- xx) record daily in the institution's log book any occurrences related to examinations including attendance of supervisors and invigilators and details of the means of transport used;
- xxi) maintain discipline in examination centres when the examinations are in progress;
- xxii) download from the KNEC website all relevant documents for use before and during the conduct of examinations. These include:
 - (a) timetables;
 - (b) instructions for summarizing and submission of course work;
 - (c) project marks;
 - (d) report and certificate of supervision.

3.14.16 **The Role of Supervisor**

The Supervisor is responsible to the TSC Sub-County Director and by delegation to KNEC for the proper conduct of the examinations in their respective examination centres. He/she must be at the examination centre by **7.00 a.m** on the examination day in order to get adequate time to inspect the examination rooms and search the candidates before the start of the examination. The Supervisor is required to carry out the following duties:

(i) Rehearsal day:

The Supervisor is expected to arrive in the allocated examination centre by **8.00 a.m**. The activities to be carried out on the rehearsal day include the following:

- a) pay a courtesy call to the Head teacher and sign the visitors book to register arrival in the school;
- b) be allocated a room with a lockable cabinet/cupboard for storage of examination materials ***other than*** the question papers, during the examination period by the Head teacher. ***No other person should have access to the room allocated to the Supervisor,***
- c) brief Invigilators on what is expected of them during the examination period;
- d) inspect examination rooms to ensure that they are free of stimulus materials i.e. have no writings on the walls and desks and have been arranged as per ***KNEC specification – 1.22m apart on all sides;***

- e) ensure that each candidate has a desk with a label pasted on it showing his/her name and index number;
- f) ensure that candidates do not sit opposite each other on the same table or desk during examination;
- g) receive from the head of institution all the materials/equipment required to administer the examination i.e. wall clock(s), bell, stapler, staple pins, chalk and duster. The clock(s) should be placed in a conspicuous position in the examination room for view by all candidates;
- h) allocate duties to Invigilators and ensure they identify the rooms they shall be in charge of;
- i) receive and brief candidates on how to conduct themselves during the examination period;
- j) receive the attendance register list and confirm that the candidates details are accurate and only bonafide candidates are presented by the Head teacher.

b) Examination day

- i) Inspect the examination rooms every day before the examination starts. This is to ensure that there are no unauthorized materials in the examination room and/or in the candidates' desks ***such as books, pieces of paper, mobile phones and other electronic devices.*** Any charts on the walls must be removed and any wri on the walls, chalkboards or desks **must** be erased/covered;
- ii) receive the packets containing the question paper for the day from the Head teachers and confirm that they are the correct papers for the day as per the timetable;
- iii) supervise the searching of candidates as they enter the examination rooms for every examination session. ***Female pupils must be searched by a female Supervisor /Invigilator or teacher and male students must be searched by male Supervisor/Invigilator or teachers. Candidates who visit the washrooms must be escorted and searched before re-entering the examination room;***
- iv) ensure question papers and answer booklets are opened in the examination room in full view of the candidates and counted to ensure adequacy before issuing to the Invigilators to distribute to the candidates;

- v) return any absentee candidate question paper in the question paper packet, staple it and keep it on a desk in front of the candidates. Any spare question papers **should not** be accessed by anyone including the invigilator, supervisor etc;
- vi) ensure that the **school random number** is boldly written on the chalk **board** and correctly on candidates' answer scripts;
- vii) identify the candidates against the photograph register downloaded by the Head of institution for use during examinations.
- viii) ensure that the candidates use the index numbers indicated in the attendance register. There should be **no change of candidates' index numbers** even if a number was omitted during registration or a candidate is absent;
- ix) ensure that candidate details on the answer scripts are as captured in attendance register. In case of **incorrect information** of the candidate details, ensure the correction is indicated **in red ink** on the attendance register and the Head teacher writes a report on the same;
- x) ensure that private candidates use their **real index numbers** and their answer scripts are packed in the private candidates return envelope;
- xi) ensure that any candidate living with disability (Special Needs) is catered for as per KNEC regulations and rules;
- xii) ensure that the examination starts promptly and lasts for the period scheduled in the **examination timetable**. If there is a variance between the time indicated on the time table and question paper, then **the time indicated on the question paper should be taken as the correct time**;
- xiii) ensure that candidates write their answers in black or blue ink using a pen. Pencils and pens of other colours may be used for diagrams and maps where required;
- xiv) ensure that no unauthorized persons including teachers are allowed access into examination rooms or to communicate with candidates while the examination is in progress;
- xv) ensure no person including the Supervisor or Invigilator is allowed to explain the questions or read the candidate responses;
- xvi) ensure that any candidate who is more than **half an hour late** is not given a question paper. This rule should however be

applied with **discretion** and in particular to lessen as far as possible, any hardship caused by this regulation e.g. transport delay or a misunderstanding. ***If through late arrival a candidate loses a substantial amount of time and is allowed to make up this lost time at the end of the period allocated to the paper, the matter must be reported to the Chief Executive Officer, Kenya National Examinations Council.*** A written report should be submitted with the supervision documents at the end of examination period and a report is written to KNEC if such a case occurs;

- xvii) inspect the washrooms before being used by candidates and monitor candidates who frequently visit the washrooms;
- xviii) ensure candidates who may wish to visit the washrooms are escorted by an invigilator and are searched before they are re-admitted to the examination room;
- xix) prevent the occurrence of examination irregularities in the examination room and if such cases arise, they should be handled as stipulated in KNEC regulations;
- xx) ensure that the declaration on the envelope containing question papers is signed by all the persons listed at the time of opening the question paper packet. The empty packet should be handed over to the head teacher for submission to the education officer manning the distribution centre;
- xxi) ensure that the **scripts control** form is only signed by the candidates who have sat for the examination before the end of the examination session;
- xxii) collect, count, and immediately seal candidates' answer scripts and counterfoils in their correct return envelopes for each subject or category of candidates in the presence of the Head of institution . The Supervisor must ensure that there are no answer scripts left behind by physically counting the number of candidates present for each examination session against the number of answer scripts collected. The examination paper packets and candidates answer scripts must be guarded all the time;
- xxiii) receive the question papers with errors or blank pages from invigilators and make a report on the same in the Report and Certificate of Supervision and thereafter **enclose the same together with the Report and Certificate of Supervision;**

- xxiv) hand over all candidates answer scripts and sheets to the Head teacher at the end of each examination session for return to the distribution centre ensuring all accountability documents are dully filled;
- xxv) ensure that all details on the return envelope are accurately captured;
- xxvi) keep an accurate record of work allocated to invigilators on a daily basis;
- xxvii) ensure that all reports of **hardship cases which may have affected the candidates' work** during the examination and are related to the administration of the examination are recorded on the "**examination Report and Certificate of Supervision**". A separate elaborate report may be done if there is need and submitted to the KNEC under a separate cover marked '**hardship report**';
- xxviii) receive reports on any irregularity from the Invigilators and make a separate report to KNEC. In the case of **cheating** or **collusion**, the candidate's **name** and **index number** and **any incriminating material seized** must be reported and submitted to KNEC in a separate envelope. The envelope containing the seized material(s) and irregularity reports should be handed over to the SCDE at the end of each examination day who should sign for it and not any other person. In case there is need to communicate through another channel, an email can be sent to ceo@kneec.ac.ke or call KNEC toll free line provided before start of examinations;
- xxix) draw a seating plan of each examination paper and insert together with candidates answer scripts room, showing the position of the Invigilator's desk in relation to each candidate and the distance between the candidates. However a seating plan for a compulsory paper must be drawn and submitted to KNEC together with other supervision materials.
- xxx) complete the Report and Certificate of Supervision indicating any hardship or irregularity cases, absentees, extra time allowed, candidates not appearing on the Nominal Roll, candidates having used question papers instead of the answer sheets etc. Where there are no absent candidates, the Supervisor shall indicate "**NIL**" for each subject;

- xxxi) inform the candidates that mobile phones and other electronic devices are banned from the examination room/centre and any candidate found in possession of or confirmed to have had access to them shall have their examination results cancelled;
- xxxii) enclose the Attendance Register and Report and Certificate of Supervision in the envelope and submit to the centre manager who in turn will hand it over to the SCDE for return to KNEC. In case of a hosted centre hosted, ***a separate certificate must be completed for each centre.***
- xxxiii) all answer sheets and scripts for examination centre, hardship cases or candidates involved in malpractice must be enclosed in the envelope containing all other candidates' answer sheets/scripts. There should be no separate packing of such candidates' answer sheets/scripts;
- xxxiv) should there be delays in starting the examination due to late arrival/non arrival or shortage of question papers, the Supervisor should adhere to the following guidelines:
 - a) the matter should be notified to the SCDE at once;
 - b) the SCDE should undertake to resolve the problem without delay and where necessary contact KNEC;
 - c) While waiting for the examination to start, candidates must not have contact with outsiders or candidates from other institutions or examination centres. Candidates must be confined to their examination room(s);
 - d) the SCDE and the supervisor should submit to KNEC detailed reports on the incident;

3.14.17 **The Role of the Invigilator**

The Invigilator shall be responsible to the TSC Sub-County Director, and work under the direction of the Supervisor when carrying out invigilation duties. He/she shall carry out the following duties:

a) Rehearsal Day

Report to the assigned examination centre on the rehearsal day by **8.00 am**. The activities to be carried out on the rehearsal day include to:

- i) pay a courtesy call to the head teacher and sign the visitors book to register arrival in the school;
- ii) attend the briefing of invigilators by the Supervisor on what is expected of them during the examination period;
- iii) ensure that they are allocated duties by the Supervisor and that they know the rooms and candidates they shall be in charge of;
- iv) stick random index numbers on the candidates' desks. **CANDIDATES MUST NOT BE ALLOWED TO INTERCHANGE NUMBERS. The candidate's random index numbers should remain as printed on the attendance register and should not be changed whatsoever.**

b) Examination Period

The main purpose of invigilation is to prevent cheating. Invigilators **must:**

- (i) walk **up and down** the examination room, without disrupting candidates and be hawk-eyed to ensure that no candidates exchange notes, look at each other's work, talk or receive assistance from a third party;
- (ii) inspect examination rooms to ensure that they are free of stimulus materials, have no writings on the walls, desks and have been arranged as per KNEC specifications of 1.22m (4ft) a part on all sides;
- (iii) search candidates each time they enter the examination room to prevent smuggling of unauthorized materials into the examination room. Female students must be searched by a female Supervisor/Invigilator or teacher and male students must be searched by male Supervisor/Invigilator or teacher. Candidates who visit the washrooms should be searched before entering the examination room;
- (iv) receive the question papers from the Supervisor, check and confirm they are for the correct paper and count them to ensure that there are adequate copies for all the candidates before distributing;
- (v) ensure that no unauthorized persons including teachers are
- (vi) allowed access into examination rooms or to communicate with candidates while the examination is in progress. No

person including the Supervisor or Invigilator is allowed to explain the questions or read the candidates responses;

- (vii) prevent the occurrence of examination irregularities in the examination room and if such cases arise, they should report to the Supervisor and submit the relevant evidence including details of the candidate(s) involved. (i.e. Name, Index No., Subject Name);
- (viii) Ensure the question papers for the following sessions and answer scripts for the preceding sessions are placed at a desk in front of the candidates while the examination is in session;
- (ix) Verify the candidates' random index numbers and names against the KNEC attendance list;
- (x) Ensure that candidates' details on the answer scripts are as captured in attendance register. In case of incorrect information of the candidates details, ensure the correction is indicated in red ink and the head teacher writes a report on the same;
- (xi) Escort candidates who may be allowed to visit the washroom and search them before they are readmitted to the examination room;
- (xii) hand over to the Supervisor any question paper with error(s) or blank pages for further action as prescribed in these guidelines.
- (xiii) handle the answer scripts of absent candidates as prescribed in this Manual
- (xiv) ensure that the scripts control form is only signed by the candidates who have sat for the examination before the end of the examination session.
- (xv) count the scripts received before allowing the candidates to leave the examination room to ensure that they tally with the number of candidates in the examination room. Under no circumstances should candidates be allowed to leave the examination room before the end of the period allocated for a paper;
- (xvi) sign the declaration form in the Report and Certificate of Supervision.

3.14.18 **Role of the Data Capturer**

The data capturer shall be responsible to the TSC Sub-County Director or Sub County Director of Education. Each sub county should recruit only one data capturer to assist contracted professionals to register and deploy them into the cp2 system. He/she shall carry out the following duties:

- i) Deploying contracted professionals into the cp2 system
- ii) arranging the attendance registers in order of examination centre codes before onward submission to KNEC;
- iii) reporting any missing -attendance registers to KNEC;
- iv) a data capturer to perform the above roles must be:
 - a) working in the office of the TSC Sub County Director or the Sub County Director of Education;
 - b) computer literate and conversant;

3.14.19 **Role of Clerk**

Clerks shall be responsible to the Sub County Director of Education. One clerk should be appointed to serve a distribution centre. He/she shall carry out the following duties:

- i) assisting in handling of bags/boxes/ containing examination materials at the distribution centre;
- ii) perform any other duty related to handling of examinations as directed by the Sub County Director of Education.

3.14.20 **Role of Drivers**

Drivers shall be responsible to the Sub-County Director of Education. One driver should be appointed to serve at least four examination centres. He/she shall carry out the following duties:

- i) transporting examination materials from the distribution centre to the examination centres every day of examination;
- ii) transporting candidates answer scripts from examination centres to the distribution centre.

PART IV

4.0 DAILY CONDUCT OF KCSE EXAMINATION

This Part provides guidelines on the day-to-day procedures to be adhered to while administration of the KCSE examination is being conducted.

4.1 Identification of Candidates

- 4.1.1 Photographs of all candidates sitting for the KCSE examination have been captured electronically and a computer generated photographs register availed for identification of candidates for each examination centre. Private candidates who are over 18 years are also required to carry their original national identity card.
- 4.1.2 The computer generated photograph register has the candidate's random index number, name and photograph.
- 4.1.3 Before the beginning of each paper, the Supervisor, the invigilator(s) or Education Officer in the case of private candidates, shall verify this information to ensure that only

4.2 Handling of Absent candidates

- 4.2.1 All registered candidates who do not present themselves for any or all the papers must be reported absent by supervisors and invigilators. It should be clearly indicated whether a candidate is absent in one paper, subject or more than one paper in a subject or in several subjects that they registered for.
- 4.2.2 KCSE absentee candidate's answer script SHOULD NOT be enclosed in the return envelope but in the question paper polybag, stapled and returned to the container.
- 4.2.3 After the half hour grace period allowed at the beginning of each paper, enter the index numbers of the candidates who are absent on the answer scripts return envelope after verifying from the attendance register.
- 4.2.4 The Supervisor should make note of the absentee's index number and the paper missed. This record must be carefully preserved. At the end of each examination, the record of absentees must be transferred to the computer printed attendance list. On this printout, the Supervisor will record by letter 'A' above the paper/subject in which a candidate is absent. If the candidate missed all the papers entered for the examination, the supervisor will write in **BLOCK LETTERS ('ABSENT')**.

- 4.2.5 Details of absent candidates should also be recorded by the supervisor in the Report and Certificate of Supervision. This record must be accurate. There must be no discrepancy between the record of absenteeism in the nominal roll (attendance register) and in the Report and Certificate of Supervision.
- 4.2.6 In addition to the absent candidates being reported by the supervisor, the Head of institution is required to verify, confirm the information and capture the details for the absent candidate in the centre managers report.
- 4.2.7 **The Centre Managers are expected to upload the details of absent candidates as per the instructions to be provided by KNEC.**

4.3 Handling of Special Needs and Hardship Cases

- 4.3.1 Candidates using Braille should be seated in a room of their own with an Invigilator.
- 4.3.2 Candidates with Low Vision or Hearing Impairment should be together with the other candidates. However, the Hearing Impaired candidates shall be sitting for adapted papers which **MUST** be given to them.
- 4.3.3 Supervisors should not allocate extra time to the candidates unless advised by KNEC in a letter to the supervisor addressing a case of a particular candidate. The examination for the candidates should be started at the same time with all the other candidates.
- 4.3.4 After each examination, the Braille scripts should be collected, counted, packed separately and handed over to the centre manager who will forward to the education officer at the distribution centre for safe storage and eventual transfer to KNEC. Extra care should be taken when handling the braille answer scripts.
- 4.3.5 Letters authorizing extra time and assistance where necessary for the special needs candidates like visual/mentally/physically challenged candidates shall be issued by KNEC to the supervisor before the start of the examination. These are the only candidates allowed to be provided additional time during the examination.
- 4.3.6 All other candidates who require any special assistance during examinations and not captured by the school/college should be brought to the attention of the Chief Executive Officer, KNEC for further guidance and direction. No other person should make **a decision on how to treat such cases.**

he Role of the Mathematics Teacher

The Mathematics teacher in an examination centre is responsible to the headteacher and to the TSC Sub County Staffing Officer. His/her duties include:

- 4.3.7 to ensure that only non-programmable calculators are used during the approved papers of the KCSE examination where they are required as per KNEC regulations;
- 4.3.8 to assist the Supervisor and Invigilator to ensure that the candidates enter the examination room with calculators that meet the KNEC specifications;
- 4.3.9 to ensure that candidates have not scribbled any formula on the cover of the calculator;
- 4.3.10 to ensure that no communication device has been inserted in the calculator;
- 4.3.11 to ensure the calculators to be used by the candidates do not possess the following features:
 - 4.3.12 Facility for storage of formulae.
 - 4.3.13 Facility for drawing and storage of graphics.
 - 4.3.14 Dictionary facility.
 - 4.3.15 Algebraic storage facility.
 - 4.3.16 Any other programming facilities.
 - 4.3.17 The calculators **can possess** the following features
 - i) Addition, subtraction, multiplication and division keys.
 - ii) Sine, cosine, tangent and their inverse keys.
 - iii) Square and square root, cube and cube root keys.
 - iv) Reciprocal keys.
 - v) Power and their inverse keys.
 - vi) Memory M and M+ keys.
 - vii) Brackets keys.
 - viii) Pie (Π) key.
 - ix) Exponential key.
 - x) Percentage (%), key.
 - xi) Degree and radian modes.
 - xii) Simple statistical operations.

4.4 Examination Stationery for the KCSE examination

4.4.1 Packets of stationery must not be opened by the head teachers before the start of the examination. General stationery has been packed as follows;-

- i) Sheets of A4 plain foolscap paper (all centres)
- ii) Return Envelopes
- iii) Clear tape (all centres)
- iv) Report and Certificate of Supervision (all centres)
- v) Return envelopes for candidates living with disabilities (Special needs) e.g. Braille. Large Print, Hearing Impaired and Kenyan Sign Language.

4.5 Categories of Return Envelopes

4.5.1 Supervisors are advised to note the different colours of return envelopes (poly bags) will be used for different categories and will be communicated by KNEC separately.

4.5.2 Answer scripts for regular candidates

4.5.3 Braille

4.5.4 Hardship cases e.g. candidates sitting in hospitals, prisons, security cells etc.

4.5.5 Confiscated irregularities materials and reports.

4.6 The following papers have special stationery which has been packed as shown.

- i) 442/2 - Art & Design -A2 drawing papers
- ii) 450/2 - Aviation Technology - A3 drawing paper- Separate
- iii) 451/2 - Computer Studies-6 Headed A4 sheets of plain paper
- iv) 511/2 - Music Aural - Booklets with provision for Music manuscript
- v) 444/1 - Woodwork- A3 drawing paper- separate
- vi) 445/1 - Metal Work - A3 drawing papers inside
- vii) 446/1 - Building Construction - A3 drawing paper inside
- viii) 448/1 - Electricity - A4 drawing paper inside
- ix) 447/1 - Power Mechanics - A3 drawing paper inside
- x) 449/1/2 - Drawing & Design - Booklet with A3 drawing papers inside
- xi) 450/1 - Aviation Technology -Booklet with A4 drawing papers inside

NOTE: Braille papers shall be supplied for all candidates who shall require them.

4.7 Information to Head Teachers, Supervisors and Invigilators on the Answer Booklets

- 4.7.1 All candidates are expected to answer on the question paper, except selected subjects which will be communicated on separate cover. Candidates **MUST NOT** write their answers in any other material unless with authority from KNEC. Under very special circumstances when answers are written on other materials, a comprehensive report on this must be written.
- 4.7.2 During the rehearsal day, the supervisors and the Centre Manager should ensure that answer booklets and other examination materials are available and adequate. The Supervisors should:
- (xix) Verify that they have all the **answer booklets** and pieces of strings (where applicable) that the center requires.
 - (xx) Ensure they familiarize themselves with different return envelopes for different categories of candidates, and for different examination papers.
 - (xxi) The Supervisor should indicate on the return envelope:
 - a) **Number of scripts enclosed** – this is the total number of scripts of the candidate who sat the examination. Absentee candidate(s) script should not be counted;
 - b) **Number of candidates on computer list** – this is the total number of candidates on the attendance register.
 - (xxii) The Supervisor should
 - a) ensure that all the scripts control forms are dully filled and enclosed in all the return envelopes. These script control forms are to contain the index numbers and signatures of all candidates sitting for the examination;
 - b) All Scripts must be accompanied by a dully filled scripts receiving checklist;
 - c) Project work/marks should be closed in the designated return envelopes.
- 4.7.3 KNEC will communicate the subjects that require answer booklet in a separate circular.
- 4.7.4 Supervisors and invigilators must ensure that candidates use only the stationery supplied for the KCSE examination and for the subject/paper for which the stationery has been printed. No other stationery should be issued.

- 4.7.5 Each KCSE candidate is to be issued with one answer booklet at the start of the examination session. Candidates should not take any paper either used or unused out of the examination room.
- 4.7.6 Graph paper shall be provided as part of the last pages of KCSE answer booklets where required.

4.8 Use of Calculators and Mathematical Tables

Supervisors must ensure that each candidate has a calculator and the Kenya National Examinations Council mathematical tables. The tables must be scrutinized to ensure that they do not contain information other than the printed data. All information in the KNEC Mathematical tables is for use by the candidates during the examination. The candidates should therefore have **unrestricted** use of the tables. Supervisors should therefore:

- 4.8.1 ensure candidates use only approved types of calculators (refer to 16.7).
- 4.8.2 report/indicate the type of calculator (s) i.e. model and make used by the candidates in the **Report and Certificate of Supervision**.

4.9 Handling Specialized Papers for the KCSE Examination

4.9.1 For French **Paper 1 (501/1)** (Listening comprehension, dictation and composition), the materials shall be in two separate envelopes as follows:

- i) **501/1** - Listening Comprehension, Dictation and Composition:

The envelope with the question papers shall be packed in the carton containing the examination papers as per the timetable.

- ii) **501/1** - Listening Comprehension and dictation passage:

Recorded in a Compact Disc (CD) and packed in an envelope with the school code and examination dates as per the timetable.

On the day of examination

- i) The supervisor and the teacher for the French subject should ensure beforehand that the CD player is in good working condition, and that it is placed at a suitable position for all the candidates to hear what is recorded clearly.
- ii) The supervisor/invigilator shall adjust the tone and volume of the CD player so that all candidates are able to hear the recording clearly.

- iii) If the pre-recorded material ends before the 45 minutes allowed for the paper, the supervisor should allow the candidates to use the remaining time to go over their work.
- iv) After the listening, comprehension and dictation time of 45 minutes is over, the Invigilator should announce to the candidates to start the composition.
- v) The teacher for the French subject shall be on standby during the first 45 minutes, but should not remain in the examination room while the examination is in progress.
- vi) Under no circumstances should the subject teacher have access to the question paper before the examination is over.
- vii) Spare question papers should be treated as per clause 8.21 of these guidelines.

The school shall retain the recorded Compact Disc (CD) after the French examination paper.

4.9.2 **German Paper 1 (502/1) (Listening Comprehension and Composition)**

The materials shall be in two separate envelopes as follows:

- 502/1** - Listening Comprehension and Composition: the envelope with the question papers is packed in the carton containing the examination papers as per the timetable.
- 502/1** - Listening Comprehension.

The passages are recorded in a compact disc and packed in an envelope with the school code and examination dates as per the timetable.

On the day of examination

- i) The supervisor and the teacher for the German subject should ensure beforehand that the compact disc player is available and is in a working condition and that it is placed at a suitable position for all the candidates to hear the recording clearly.
- ii) The supervisor/invigilator shall adjust the tone and volume of the tape/Cassette player so that all candidates are able to hear the recording properly.
- iii) The Listening Comprehension should take 35 minutes.
- iv) If the pre-recorded material ends before the approved 35 minutes, the supervisor/invigilator should allow the candidates to use the remaining time to go over their work.

- v) After the Listening Comprehension time of 35 minutes is over, the supervisor/invigilator should then tell the candidates to start the composition.
- vi) The teacher for the German subject shall be on standby during the first 35 minutes of this paper, but should not remain in the examination room while the examination is in progress.
- vii) Under no circumstances should the teacher for the German subject have access to the question paper before the examination is over.
- viii) The school shall retain the CD after end of the German examination paper.

4.9.3 **Arabic Paper 1 (503/1)** (*Listening Comprehension, Dictation and Composition*)

The materials shall be in two separate envelopes as follows:

503/1:- Listening Comprehension, Dictation and Composition: the envelope with the question papers shall be packed in the cartons containing the examination papers as per the timetable.

503/1: Listening Comprehension and Dictation passage recorded in a Compact Disk (CD) and packed in an envelope with the school code and examination dates as per the timetable.

On the Day of Examination

- i) The supervisor and the teacher in charge of Arabic should ensure beforehand that the CD player is available and is in good working condition, and that it is placed at a suitable position for all the candidates to hear the recording clearly.
- ii) The supervisor/invigilator shall adjust the tone and volume of the CD player so that all candidates shall be able to hear the recording clearly.
- iii) If the pre-recorded material ends before the **45 minutes approved for the exercise**, the supervisor/invigilator should allow the candidates to use the remaining time to go over their work.
- iv) The teacher for the Arabic subject shall be on standby during the first **45 minutes** of this paper, but should **not remain** in the examination room while the examination is in progress.

- v) Under **no circumstances** should the teacher for the Arabic subject have access to the question paper before the examination is over. All spare question papers should be given to the head teacher at the end of the examination paper.
- vi) The school shall retain the CD after the Arabic examination Paper.

4.9.4 ***Kenyan Sign Language Paper 1 (504/1)***

Kenyan Sign Language Receptive Signing Skills: Guidelines to Supervisors and Invigilators

- i) The KCSE Kenyan Sign Language paper 1 (504/1) is a video based paper that assesses the candidate's ability to receive signed information and respond to questions in writing. This examination must be administered carefully since once the DVD containing the examination starts to play, it shall run with no option of pausing or rewinding. Time for candidates to answer the questions has been provided for in the Examination DVD. You are required to watch the sample DVDs in the schools to familiarize yourself with the nature of the paper.
- ii) Equipment required for the Administration of Examination
- iii) A large television set (at least 21" inch-screen to be watched by 15 candidates at a time)

4.9.5 ***Examination Administration Procedures***

- i) Set the DVD player ready for use and ensure all candidates can see clearly as per the proposed seating arrangement.
- ii) Distribute the answer booklets. Allow the candidates to write their name, index number and sign on the answer booklet provided.
- iii) Play the guidelines DVD to the candidates.
- iv) By inserting the Examination DVD into the player, Press ENTER/PLAY/OK button.

4.9.6 ***NOTE:***

- i) Once you press the start button (play/ok), the screen shall show that the examination shall be starting in the next 45 seconds. It is possible to stop the DVD player at this stage if the candidates are not ready. This is a

highly visual examination and walking up and down the room can be disruptive.

- ii) When the examination is over, the words **“End of Examination”** shall appear on the screen. Candidates may be allowed to check their own work at this point.
- iii) Collect the answer booklets from the candidates, count, arrange in order of index numbers and pack in the special return envelope.
- iv) Like any other practical examination, the candidates not sitting for the paper and those who shall have finished sitting for the examination should **be confined in separate rooms**. If the centre has more than 40 candidates, arrangements should be made to have more TV sets and DVD players. KNEC shall provide enough DVDs based on the candidature per examination room.

4.9.7 **Features of the Examination DVD**

The following are key features that the supervisors and invigilators must be aware of:

- i) The Flasher- This is a feature that appears on the TV Screen in form of flashing-lights whenever the candidates’ attention needs to be drawn to watch the screen. It signals to the candidate the beginning of a different activity.
- ii) The Timer- This is a **green** and **yellow graphic** that shows the **time allocated** for **answering the questions or writing out the signed sentences and words**. It is a countdown feature.

4.9.8 **Seating Arrangement**

The nature of examination and the shared TV watching calls for the horse-shoe seating arrangement being used in the administration of this examination. The examination room should be arranged as per the seating plan below while observing KNEC specifications on spacing between candidates.

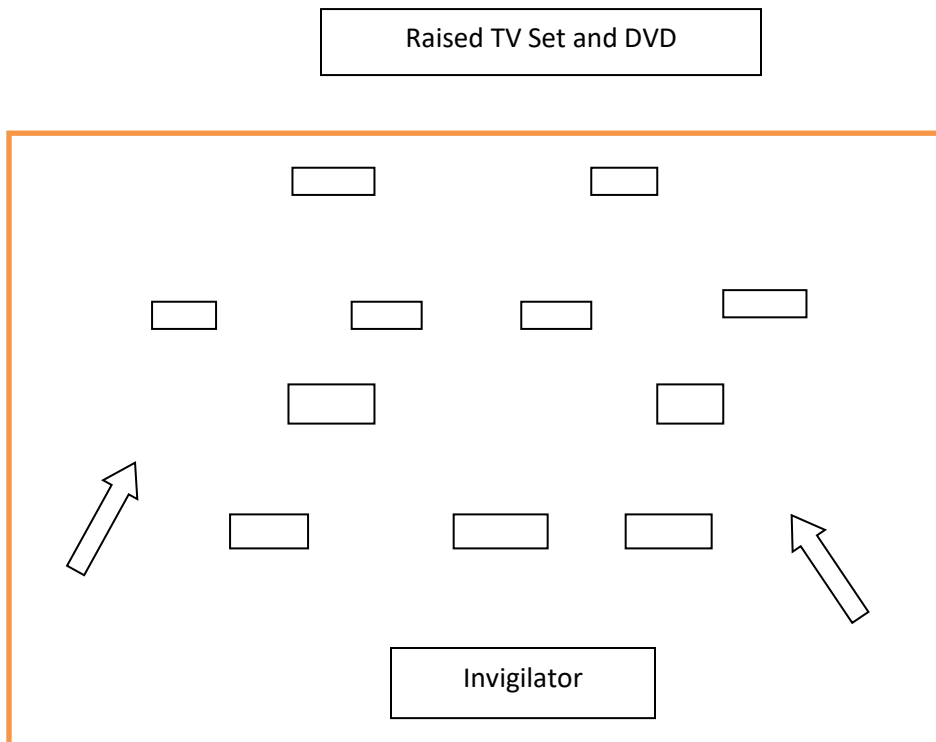


Figure 8: Recommended Seating Arrangement KCSE KSL 504/1 Receptive Signing Skills

Note: The arrows indicate the direction the candidates shall be facing during the examination.

4.9.9 Kenyan Sign Language (504/3)

Practical signing skills -15 minutes per candidate

This paper shall examine the **practical/expressive** signing skills of the candidates in Kenyan Sign Language. The papers shall consist of:

- i) A **compulsory topic** given for every candidate to sign about.
- ii) A **topic and a picture** given for the candidate to **choose one** and sign about.

4.9.10 Guidelines for Administering Kenyan Sign Language (504/3) paper

Three examiners shall be sent to each examination room with the following roles:

- i) one examiner to sign out the interview questions:
- ii) two examiners score/rate the candidate's signing skills

Note that the candidates' work shall NOT be video-taped for later marking.

4.9.11 Examination centres should provide four (4) rooms for the administration of this paper. The rooms are to be used as follows:

- i) **Room one:** This room shall be used for confining candidates who have not yet sat for the examination:
- ii) **Room two:** This room shall be used as a waiting room by candidate for 5 minutes before entering the examination room. The candidate shall sign the joint declaration form and view the examination materials in this room:
- iii) **Room three** - This room shall be used as the examination room where the candidate shall be interviewed and rated by the team of examiners.
- iv) **Room four-** This room shall be used to confine the candidates who have already been interviewed.

4.9.12 **Art and Design Paper 2 (442/2)**

- i) Printed guidelines for Art and Design paper 2 (Practical) have been sent to examination centres. Candidates are not allowed into the examination room with any preparatory, notes, sketches or reference books.
- ii) The question **paper 442/2** should be given to the candidates **one hour** before the start of the examination to enable them make sketches on their choices from the alternative given on plain A4-size. The candidates must be in the examination room within the one hour and should not interact with the Art teacher. However, the Art & Design teacher may be required to give technical assistance through the supervision of candidates is maintained at all times. The examination is treated as in progress from the time the candidates enter the examination room until all scripts are collected. During the practical examination, candidates may need to move around to access the materials, tools and equipment placed at a central place.
- iii) At the end of the **one hour**, issue the candidates with plain A2-size paper provided by KNEC to start the examination which will run for **three hours** as indicated in the rubrics on the question paper.

- iv) The Art teacher together with the supervisor, should ensure that the painted work is dry before packing and all the work including the sketches done on A4 paper is packed **flat** and **NOT** folded or rolled in the envelope provided.
- v) **Arrangement of the objects/setting of the model by the Art teacher.** If there is a requirement for a setup of objects/model, it should be in such a way that each candidate obtains an uninterrupted view.
- vi) In case of a large number of candidates, it is recommended that more than one setup is put in place.
- vii) The examination must be held in good light but must be taken that direct sunlight does not fall upon the objects/model while work is in progress.
- viii) The surface on which the objects/model is arranged/posed may be below or above the eye level of the candidates, depending on the guidelines on the question paper.

NOTE: Mounting of the artworks is not part of the examination requirement. The examination must be done in the paper provided by KNEC.

4.9.13 **Handling of Drawings/Paintings**

- i) Each candidate must write clearly and correctly his/her **centre number, index number, the alternative** and **question number** in the space provided.
- ii) All drawings/paintings must be packed **flat** and **not rolled**.
- iii) When drawings are too large to be enclosed in the Return Envelopes provided, the required information should be given on the envelopes and the envelope packed in the same parcel with the drawings/paintings.

4.9.14 **Music Aural (511/2) Paper 2 and Music Theory (511/3) Paper 3**

- i) For paper 511/2, Aural tests for Music recorded in an audio CD-RW and packed in a security envelope with details of the school and examination date as per timetable will be provided.
- ii) Supervisors for Music papers shall liaise with the Music Subject Teacher (present in the school on the examination day), or the Sub County Director of Education (for private candidates) before the examination day to ensure that **a functional**

audio CD player is available for use in playback during the examination.

- iii) The CD shall **NOT** be accompanied by separate question papers, as all questions will have been pre-recorded.
- iv) Candidates shall be provided with **Music Manuscript paper** in a booklet form to be used as the answer sheet. The recording in the CD shall then be played from the time indicated on the timetable. **This should be played only once.**
- v) The CD shall be retained by the school at the end of the Music 511/2 examination.
- vi) For paper **511/3**, candidates will be allowed to make reference to the **musical score** of the **prescribed western music for analysis (for Question 6)**. The centre manager should therefore present to the supervisor **unmarked copies** of scores of the prescribed western music, **one copy per candidate**.
- vii) Supervisors should ensure that no additional documents/material is carried into the examination room.

4.9.15 ***KCSE Industrial Education Papers (446,447,448 and 450) Building Construction 446/2***

Advance guidelines are in schools the first week of September each year. The Question Paper should be given to the candidates on the date of the examination as indicated in the timetable while the marking schemes shall be given to the subject teachers.

The following subjects have special guidelines which are dispatched to schools before start of examinations:

- i) 447/2 Power Mechanics practical
- ii) 448/2 Electricity practical
- iii) 450/2 Aviation Technology practical

4.9.16 There shall be question papers and marking schemes for the three papers i.e. 447/2, 448/2 and 450/2. The papers shall be given to examiners by the supervisor as per the timetable.

4.9.17 The subject teachers for 447/2, 448/2 and 450/2 are required to be in their schools a day before the practical to assist the KNEC examiner in setting up the equipment for the practical.

4.9.18 The examiners in-charge of papers 447/2, 448/2 and 450/2 shall conduct the examination as per the KNEC guidelines and shall hand over the

completed work properly sealed to the supervisor who shall record in the Report and Certificate of Supervision before surrendering the same to the Education Officer receiving the answer scripts.

4.9.19 For Paper 449/2, candidates should be allowed to study the design problem presented in the question paper **thirty minutes (30 min)** before the start of the examination. The **thirty minutes** are **over** and **above** the **scheduled time** reflected both on the **timetable** and on the **question paper**.

4.9.20 ***Computer Studies 451/2 (Practical)***

- i) The supervisor shall ensure that the school provides a flash disk of the type and size described in the section above and in the advance instructions to school. The supervisor must check to ensure the flash disk is blank.
- ii) The supervisor shall create a folder on the flash disk provided and name the folder with the school's 8-digit random number.
- iii) After the **2½ hours** allowed for the paper, the supervisor shall transfer each candidate's folder onto the school's folder created on the flash disk and confirm that **ALL** candidates' work have been saved on the flash disk. The computers should then be switched off except the ones connected to the printer.
- iv) Candidates should be called one at a time to print their work from the folder transferred from their computer and named as the 11-digit candidate's random number as already directed above. Each candidate should be allowed about 10 minutes.
- v) There should be **NO** interaction (talking, passing of papers etc.) between candidates who are yet to print their work.
- vi) After all the candidates have printed their work, the supervisor shall **compress/zip** the school folder containing all the candidates' work.
- vii) The Supervisor shall request the Centre Manager to provide the computer with Internet connectivity (**NOTE:** This computer should **not** be in the computer lab) and login to the KNEC marks upload portal, i.e. www.knec-portal.ac.ke/project using the school's credentials.
- viii) The supervisor shall insert the USB flash disk into one of the USB ports on the computer and click the **Upload 451/2** button.
- ix) The supervisor shall locate the zipped folder on the flash disk and when the folder is successfully identified the supervisor shall click **Ok** to upload and wait for the system confirmation message *File uploaded successfully*.

- x) The supervisor and invigilator(s) should closely supervise the following:
 - a. Creating and naming of candidates' folders on the candidates' respective machines.
 - b. Creating and naming the examination centre folder on the flash disk.
 - c. transferring the candidates' work to the examination centre folder on the flash disk.
- xi) The flash shall be placed in the unmarked envelope and thereafter packed together with the candidates' printed work in the return envelope.**
- xii) Computer Studies teachers and/or the computer laboratory technician may provide supervised assistance in the event of technical difficulties with the examination computers, printers, and/or other devices. Such assistance shall be recorded by the supervisor in their report on the conduct and administration of the examination.
- xiii) The teacher in charge of Computer Studies or a technician should **not** be allowed to come into contact with the candidates while the examination is in progress unless accompanied by the supervisor or an invigilator.

4.9.21 The Role of the Supervisor and Invigilator(s) on the day of the Computer Studies Practical Examination

- ii) After the **2½ hours** allowed for the paper, the computers should be switched off except the ones connected to the printer.
- iii) CDs of all the candidates should be collected.
- iv) Candidates should be called one at a time to print their work. Each candidate should be allowed about 10 minutes.
- v) There should be **NO** interaction (talking, passing of papers etc.) between candidates who are yet to print their work.
- vi) The supervisor and invigilator(s) should closely supervise the printing and collection of printouts and the CDs.
- vii) The teacher in charge of Computer Studies or a technician should **not** be allowed to come into contact with the candidates while the examination is in progress unless accompanied by the supervisor or an invigilator.

4.10 Guidelines on Assessment of Practicals, Orals and Aurals

- 4.10.1 The Kenya National Examinations Council will appoint and deploy assessors to schools and Colleges to assess candidates registered

for subjects with Practical, Orals, Aural components in the respective examination.

- i) The dates for assessment of candidates for each centre will be drawn by KNEC and dispatched to the centre managers a week before the exercise. County and sub county time tables for all the centres presenting candidates the practicals, orals and aurals shall also be forwarded to the CDEs and SCDEs respectively for reference during issuance of the assessment materials.
- ii) The Assessors will be briefed and prepared well by KNEC to carry out these exercises. They will be issued with letters of appointments and introduction .In addition, they will be issued with the identity badges to enable the institutions identify them upon arrival for the exercise.
- iii) The information on this part of the Manual is important for Head Teachers/Principals and Candidates to prepare appropriately for the assessment exercise.

4.10.2 Information to Head teachers/Principals on Assessment of Practical, Orals and Aurals

- i) Head teachers/Principals are required to liaise with the TSC SCD for the appointments of Supervisors who will oversee the assessment of these examination papers.
- ii) The Head Teachers/Principals and Supervisors **MUST** read and understand the roles outlined for them in **Part I** of this manual before the start of the assessment exercise.
- iii) The Assessors and the Supervisors are required to work hand in hand to ensure candidates for these papers carry out the assessment comfortably.
- iv) Examinations materials for orals, aural, and practical's papers will be delivered directly to the Sub County distribution centres.
- v) The Head Teachers/Principals will be required to collect question papers and other materials from the distribution centres on each day of assessment and he/she should be escorted by two armed security officers. The examination materials must be handed over to the Supervisor to carry out the exercise with the Assessor.

- vi) The Assessor will carry out the assessment of candidates according to the KNEC rules and regulations stipulated for the assessment of each examination paper.
- vii) At the end of each day, the Assessor will hand over to the Supervisor the sealed and well labeled envelopes containing the candidates answer scripts and hard copies of assessment records. He/She will in turn submit the same to the Head Teachers/Principals for return to the distribution centre.
- viii) On the last day of assessment, the following documents must also be handed over to the Supervisor in a sealed envelope :
 - a) Assessors' badge;
 - b) Attendance registers.
- ix) All schools offering subjects with orals, aurals, practicals and project component are expected to have a modem for provision of internet facilities.
- x) No invigilator should be deployed to oversee the **assessment of Practical , Orals and Aurals.**

4.11 The role of the teacher in charge of Science subjects with a practical paper in respect of the Advanced Guidelines

4.11.1 Before the Examination

- i) To receive, open and read the KNEC advance guidelines for the relevant science subject before the day of the examination to enable them prepare for the practical examinations properly. The guidelines must be read and left with the Head teacher. **No photo copies of the advanced guidelines should be made.**
- ii) To liaise with the head of the Institution to ensure that all the necessary apparatus are available and are in good working condition.
- iii) To liaise with the head of the institution to ensure that all chemicals and specimens required are obtained and ready for use by the candidates during the examination period.
- iv) Except for the Physics practical, there should be enough apparatus and specimens for all candidates in a shift.
- v) Facilities such as sinks, heating points and common reagents should be provided in sufficient numbers to avoid overcrowding of the candidates.

- vi) To keep all the information of the guidelines strictly confidential. Teachers are warned that any unethical practice such as divulging the contents of the guidelines to candidates in advance, or pre-empting the examination tasks, if found out, shall lead to disciplinary action for professional misconduct, and may cause the results of the candidates to be cancelled.
- vii) The teachers for Physics **SHOULD NOT** write the requirement for each question on the chalk board.

4.11.2 ***On the day of the Examination***, the subject teacher should:

- i) Divide the class into groups in liaison with the supervisor and inform the candidates the order in which they should go to the laboratories if they have to take the examinations in shifts. This should be in the order of candidates' index numbers.
- ii) Check the apparatus to ensure that they are working before a new group of candidates goes into the laboratories. Candidates must be left to handle the apparatus independently when the examination is in progress. The science teacher must not interact with the candidates when examination is in progress or issue to the candidates any guidelines related to the experiment he/she has performed.
- iii) Ensure the candidates for **Physics practical paper (232/3)** dismantle the apparatus and leave them the way they were at the start of the examination before they move to the next station.
- iv) Be in the preparation room while the examination is in progress.
- v) Not interact with the candidates thereafter.
- vi) Carry out the relevant experiments in the **Chemistry practical paper (233/3)** in a concealed room (not in front of candidates) when the examination is in progress so as to be able to report the results and any shortcomings in the experiments. **This applies to the Chemistry practical only. The teacher's readings must not be made available to the candidates as this may lead to cancellation of candidates' examination results.**

The teachers for Physics and Biology MUST NOT perform any of the experiments.

4.12 The Role of the Supervisor during the Science Practical Examination

- i) To prepare the sitting plan in liaison with the subject teacher for all session(s) before the examination.

- ii) To confine candidates who have not taken the paper before the respective shifts and ensure that those who have taken their practical papers do not mix with those who are yet to take it or make any information that may have been recorded during the examination available to them.
- iii) To ensure that the laboratory assistant(s) **DO NOT** enter the examination room when the examination is in progress.
- iv) To ensure that neither the **science teacher** nor the **laboratory assistant** communicates information on or mixes with the candidates in the absence of the invigilator.

4.13 Crucial information on the Science Practical Papers for the KCSE Examination

- i) Some Chemicals for **233/3 - Chemistry** shall be supplied by KNEC. Polythene bags containing chemicals for Chemistry 233/3 should be opened one day before the date of the examination in the presence of the head teacher, subject teacher and the invigilator. **i.e. open on 23rd November 2016 – Chemistry 233/3.**
- ii) Certain chemicals/specimens, identified by some **letters/numbers**, for the Chemistry Practical paper (233/3) shall be provided in sealed polythene bags or small carton. They shall be kept in a secure place until they are opened by the supervisor in the presence of the teacher responsible for the particular subject and the Head of the Institution.

4.14 Handling of Home Science paper 3 (Foods and Nutrition) 441/3 On the day of the examination

- i) The candidates should be divided into groups of a maximum of 10 candidates per group.
- ii) During the practical, an assistant should be near the room to run errands when necessary.
- iii) Each candidate **must** wear a bold label showing his/her full name and index number.
- iv) No one but the **teacher examining** the practical and the supervisor should be present in the examination room during the practical session.
- v) At the end of each practical session (**1¼ hrs.**), the teacher and the remaining candidates should be given adequate time to prepare for the next session.

4.15 The role of the supervisor on the day of the Home Science Practical paper 441/3 (Food and Nutrition)

- i) The supervisor should ensure that the candidates are not given assistance either during the planning session or at the time of performing the practical examination. However, the candidates are allowed to carry **reference materials** such as recipes, text and exercise books on the planning day.
- ii) At the end of the planning session, the supervisor should collect all **the papers, originals and duplicates of recipes, order of work, order list for food-stuff and equipment.**
- iii) The supervisor should give the **duplicate order list for food-stuff and equipment to the Home Science teacher** to facilitate compilation of requirements for shopping.
- iv) The supervisor should seal the rest of the test and **original copy of the plan** in an envelope and hand them over to the **head teacher** for safe custody.
- v) On the day of the practical examination, the supervisor should collect the sealed envelope containing the test from the head teacher. He/she should issue out question papers, the original copies of the recipes, order of the work, list of food-stuff and equipment to the candidates and hand over the copies of the same to the Home Science teacher to facilitate marking.
- vi) After every practical session, he/she should collect the marking schemes from the Home Science teacher and staple them together with each candidate's answer scripts, seal the envelope and hand them over to the head teacher for safe custody until all the candidates have taken their examination.
- vii) At the end of the practical examination, the supervisor should receive and seal the return envelope(s) containing Marking Schemes, Report form for the centre, the manual mark sheets, the candidates answer scripts which include original and duplicate of recipes, order of work and list of food stuff and equipment copies.
- viii) The supervisor should return the sealed envelope(s) to the officer in charge of examination at the storage facility/collection point. The Sub county officers shall re-park the sealed return envelopes in the green bag(s) for handing over to KNEC.

4.16 Clothing Construction (441/2)

- i) The candidates shall be provided with printed pattern pieces for use during the examination. They need not to return the pattern pieces.

- ii) There should be sufficient table space for each candidate to work freely. At least **four** sewing machines and **two** set of pressing equipment should be provided for every ten candidates.
- iii) All sessions should be organised to fit one day only.
- iv) The supervisor must not be the Home Science teacher but the home science teacher must be available in case the supervisor wishes to consult her/him.
- v) Candidates should not trim the raw edges of the fabric with pinking shears after the test has been completed.
- vi) When the test time has expired candidates must stop sewing the fabric. However, they are allowed to:
 - vii) Press their work owing to the limited amount of pressing equipment.
 - viii) Sew labels on a single fabric before placing their work in the envelopes.

4.17 The Examination Timetable

- 4.17.1 The **KCSE examination** timetables shall be available on the **KNEC website** which schools can download for their use.
- 4.17.2 The timetable **MUST NOT** be altered without permission from the Chief Executive Officer, Kenya National Examinations Council. Where there is a conflict in timing between the timetable and question paper, the supervisor must adhere to the timing given on the question paper.
- 4.17.3 Should there be any clashes on the **timetable**, the supervisor should arrange for **3** sessions per day after authorization from KNEC. In such cases, the supervisor together with the head teacher of the examination room must arrange for **secure segregation** of **the candidates affected**. A detailed report from both the supervisor and the head teacher must be submitted to KNEC.

4.18 Return of Candidates Answer Scripts and other Examination Materials to the Council

- 4.18.1 KNEC officers will collect candidate's answer scripts-as they dispatch examinations materials as per prepared schedule. However KNEC may call upon the Sub County Director of Education (SCDE) to organize the return of candidate's answer scripts to KNEC where need be. in conformity with the delivery of answer scripts guidelines and programme that shall be issued under separate cover. The programme of delivery must be adhered to strictly and any change shall not be acceptable. This is done to avoid congestion at the point.

4.18.2 Vehicles delivering scripts and other examination materials should arrive on time at the KNEC designated premises where materials are to be received within normal working hours. All scripts must be handed over to the Council immediately the examination is over.

4.19 Summary of Materials to be Returned to KNEC

The Sub-County Director of Education or his representative is required to submit the following examination materials to KNEC at the end of the examination period or as per the instructions given from time to time:

- 4.19.1 Candidates' answer sheets/scripts and CDs/Flash disks.
- 4.19.2 Completed Attendance registers for Candidates, Supervisors, Invigilators and other accountable tracking documents.
- 4.19.3 Question papers with errors, missing pages, blank or smudged pages.
- 4.19.4 Completed Reports and Certificates of Supervision.
- 4.19.5 Head teacher's confidential report.
- 4.19.6 Reports on Irregularities together with any seized material (where applicable).
- 4.19.7 Downloaded and signed online attendance registers for the examination and distribution centres.
- 4.19.8 All empty question papers packets with the declaration duly signed and their corresponding cover pages .
- 4.19.9 The empty cartons/ spare/unused bags, corresponding number of hooks, used/unused seals, return envelopes and answer booklets.
- 4.19.10 Allocation of work to invigilators Record Printout.

PART V

5.0 GUIDELINES ON RELEASE OF KCSE EXAMINATION RESULTS, GUARDING AGAINST CHEATING, USE OF MOBILE PHONES AND HANDLING OF QUESTION PAPERS FOR ABSENT CANDIDATES

This Part gives guidelines on release of examination results and maintaining integrity during administration of the KCSE examination.

5.1 Release of KCSE examination results

5.1.1 Explanatory Notes for Examination Results

The mean grade (which ranges from **A to E** or **84 to 7**) is based on the candidate's best performed **7 subjects** as per regulations. The **aggregate** points (**AGPT**) indicate the **total number** of grade **points** based on the **7 subjects**. The subject results will be indicated by grades from A to E as follows:-

Table 5: Description of Grading as used in KCSE Examination

Item	Numeric Aggregate Points	Letter Grade	KCSE Standard Description	Subject Grade	
				Letter Grade	Numeric Grade
a)	81 – 84	A	Very	A	12
	74 – 80	A-	Good	A-	11
b)	67 – 73	B+	Good	B+	10
	60 – 66	B		B	9
	53 – 59	B-		B-	8
c)	46 – 52	C+	Average	C+	7
	39 – 45	C		C	6
	32 – 38	C-		C-	5
d)	25 – 31	D+	Weak	D+	4
	18 – 24	D		D	3
	11 – 17	D-		D-	2
e)	07 – 10	E	Poor	E	1

The Kenya National Examinations Council reserves the right to correct the information given in the results slips before certificates are issued. The decisions of the Council and its examiners concerning results are final.

5.1.2 Results for Partial Subjects taken During the KCSE Examination by Repeaters

- i) A supplementary result slip, ***not a certificate*** will be issued to repeating candidates who register and sit for less than 7 subjects. The result slip will indicate the subjects sat and supplementary subject(s) grades obtained. The supplementary subject(s) grades **will not be used to re-compute the mean grade** given at the initial (first) KCSE examination attempt. The candidates will therefore have one certificate for the initial (first) attempt and the supplementary subject(s) results slip.

5.1.3 The Council **will not** issue a combined single certificate to repeaters for KCSE examination.

5.2 Examination Results Slips and Printouts

After release of results, institutions and candidates may get their results through the following:

5.2.1 Each of the institutions that enter candidates for the **KCSE** examinations shall receive a hard copy of the institution's examination results printout and candidate's result slips which captures the following information:

- i) **Institution's Code and Name**

The institution's code is a unique number by which an examination centre is identified by KNEC. This is the number that an institution should always quote whenever communicating with the Kenya National Examinations Council.

- ii) **Candidates Details**

These details include the index number of the candidate, year of examination, gender, individual subject grades and the final mean grade. The important features of the examination results are as indicated below:-

- i) **X** - denotes an absent candidate. A candidate is declared absent if he/she did not sit for one or all papers in the examination.
- ii) **Y**-denotes that the candidate was involved in an **examination irregularity**. For the KCPE examination results, the symbol **00** indicates an irregularity;

- iii) **P**-denotes that the candidate's examination results have been **pending** due to infringement on the entry requirements for registration e.g. incorrect previous results - KCPE/CPE/or Foreign examination details for entry in KCSE examination;
- iv) **W**- denotes that the candidate's examination results have been withheld on suspicion that the candidate has been involved in an examination malpractice and investigations are ongoing;
- v) **U**-denotes ungraded examination results due to infringement of the awards criteria.
- vi) The above information is summarized below:-
 - a) *Mean grade will be **X***, if a candidate is absent in all subjects;
 - b) *Mean grade will be **Y*** , if one or more subjects are cancelled;
 - c) *Mean grade will be **U***, if the entry requirements for the KCSE examination are not met;
 - d) *Mean grade will be **P***, if results are **pending**; and
 - e) *Mean grade will be **W***, if the examination results are withheld;

5.2.2 The details of pending, withheld and irregularities are communicated to the institution through the Sub County Director of Education at the time of release of the examination results and are received by the institutions at the same time with the examination results.

Note: *Information on release of results for specific examinations are outlined in part two of this manual.*

5.2.3 Examination Results through SMS and Internet Services

- iii) Upon the release of KCSE examinations, the candidates can access their results through SMS services through a number that is relayed during the release.
- iv) The KCSE candidates are expected to access their result slips through the KNEC website immediately after release of the examination through their respective schools.

5.3 Issuance of certificates

- 5.3.1 Once certificates for a specific examination are ready for collection/dispatch from KNEC, the institutions are informed through the mass and print media, Sub County Directors of Education and/or the heads of institutions;
- 5.3.2 All certificates for regular candidates are issued through the Heads of Institutions and to private candidates through the Sub County Directors of Education;
- 5.3.3 The Kenya National Examinations Council reserves the right to withdraw a certificate for amendment or for any other reason should this be necessary.

5.4 Guarding against Cheating in Examinations

- 5.4.1 The Kenya National Examinations Council is committed to guarantee fairness in the conduct of all its examination. To achieve this objective, KNEC has put in place measures to guard against any candidate gaining undue advantage over others through cheating. The different forms of cheating include **collusion, impersonation, and indiscipline during the examination time** and **smuggling of unauthorized materials into the examination rooms including mobile phones and other electronic devices.**
- 5.4.2 Any case detected or reported cheating should be investigated by KNEC and the concerned agents. If it is established that cheating took place, the affected candidates are penalized stipulated in the KNEC act and Heads of institutions are informed of the action taken through their Sub-County Directors of education.
- 5.4.3 Heads of institutions are expected to:
 - i) continue sensitizing their candidates and staff on examination ethics as part of the general teaching of morals;
 - ii) advise the candidates to refrain from trying to obtain any unfair assistance from anybody during the examination. Emphasis must be made on the importance of producing their own honest work as cheating has lifelong consequences on the individual learner.. Candidates are advised to report to the Supervisor any person who attempts to make them commit examination malpractice.

5.5 Role Modelling

5.5.1 Pupils imitate what they see their peers and adults do and teachers should therefore serve as role models in their own institutions by exhibiting good and responsible behaviour.

5.5.2 A lot is at stake when examination malpractice is allowed to take place in an institution. Thus, teachers should desist from bad practices both in word and deed and discourage **dishonest** tendencies among students. If this is done within the normal school routine, it will be easier for students to adhere to sound examination practices during the national examinations.

5.6 Teaching of good values during School Assemblies and Programmes of Pastoral instruction

5.6.1 Teachers should instil positive values in the students, values that will help them grow up into self-disciplined, self-reliant and integrated citizens. The school assemblies and where applicable, programmes of pastoral instruction could be used to constantly impart examination ethics besides other values to the students and advise them on how to conduct themselves during the examinations. The need for integrity, honesty and trustworthiness should be emphasized.

5.6.2 The head teacher or the teacher on duty can expound these values from a spiritual, religious and experiential or existential perspectives. Students should be reminded often that 'honesty is the best policy' as teachers use relevant references from the holy books to teach their students the importance of living honest lives.

5.7 Guidance and Counselling

5.7.1 Schools should inform students that it is morally wrong to cheat in tests or examinations, guide them on the right code of conduct as well as help them to overcome the tendencies to cheat in examinations.

5.7.2 Other parties including parents, school sponsors, the community, PTA, Board of Governors, the Church and other religious organizations also have a crucial role to play. Schools should therefore involve knowledgeable individuals to address students on different aspects of their lives, behavior, education, examinations and spirituality.

5.8 Strengthening of Supervision and Invigilation During School Based Tests

5.8.1 While administering class tests, questions, end of term and end of year examinations, teachers must ensure that students are supervised and invigilated which includes spacing their sitting arrangements during tests and examinations. This will ensure that students do not cheat either by communicating with each other, copying from each other or from their books. Teachers should also penalize students who are caught cheating during these classroom tests and examinations. Creating an ideal examination atmosphere will give students practical experience of what is expected of them when they sit for the national examinations. Requirements such as sitting arrangements, preparation of examination rooms and secure handling of examination materials stipulated in the conduct and administration of examination should be adhered to.

5.8.2 Cheating in a school is a manifestation of failure by the head teachers and the staff to successfully teach the important aspects of moral behaviour and reflects poorly on the administration, professional ethics and moral conduct of a school where it occurs. It should therefore be discouraged.

5.9 Use of Mobile phones and other Electronic Communication Devices during the Examinations

The use and access to mobile phones and other electronic communication devices by candidates can be a threat to national examinations and the credibility of certification in Kenya. To ensure that examination irregularities do not occur as a result of candidates using or accessing mobile phones and other electronic communication devices, the following guidelines must be adhered to:-

5.9.1 candidates are not allowed to enter any examination centre with mobile phones and other electronic communication devices during the examination period. Those caught with the devices, shall be treated as having committed an examination irregularity and reported to the Council;

5.9.2 possession of or access to mobile phones and other electronic communication devices by candidates during examinations will constitute an examination irregularity and will lead to cancellation of examination results;

5.9.3 the Supervisors, Invigilators, Heads of institutions and any other person involved in the administration of the examinations are not allowed to enter an examination room with mobile phones and other electronic communication devices when the examination is in progress;

- 5.9.4 All the authorised personnel at an examination centre should surrender their mobile phones to be locked in a locker that will be situated outside the examination room.
- 5.9.5 A list of all authorised personnel will be prepared in advance and conspicuously displayed in the school during the examinations
- 5.9.6 The supervisor will be the custodian of the key to the locker.

5.10 Examination Malpractice

- 5.10.1 The Kenya National Examinations Council is committed to ensuring fairness and objectivity in view of decisions made regarding examination irregularities. This is because KNEC recognizes that examination results are the major determinant of access into the job market and institutions of higher learning. Examination standards must be maintained by ensuring that only candidates who abide by the laid down examination rules and regulations get their results.
- 5.10.2 To uphold honesty in examinations, the 2012 KNEC Act, has the following sections was enacted;
 - i) Section 26: Oath of Secrecy;
 - ii) Section 27: Unauthorized possession of examination papers, material or information;
 - iii) Section 28: Examination Malpractices;
 - iv) Section 29: Loss or misuse of examination papers or material;
 - v) Section 30: Damage or destruction of examination material or facilities;
 - vi) Section 31: Impersonation;
 - vii) Section 32: Copying at an examination;
 - viii) Section 33: Possession of offensive material and disturbances at examinations centres;
 - ix) Section 34: Presentation of forged certificate;
 - x) Section 35: Counterfeiting of Certificates and Diplomas;
 - xi) Section 36: Disclosure of interest in examination or examination paper
 - xii) Section 42: Limitation on right to access information;
 - xiii) Section 45: Nullification of examination and investigations;
 - xiv) Section 46: Imposition of penalty on institutions for examination irregularities.

5.10.3 The KNEC Act was amended in 2017 by inserting the following:

Section 40 a: A member, officer, agent or staff of the Council whose omission or commission leads to an examination irregularity commits an offence and is liable upon conviction, to imprisonment for a term not exceeding five years or a fine not exceeding five million shillings or both.

5.10.4 Officers should therefore take extra caution when managing the examination. The table below gives a summary of examination malpractices.

Table 6: Summary of Examination Malpractices

Type of Examination Irregularity		Definition	How the Examination Irregularity is Executed
<i>i)</i>	Collusion	This involves a group of candidates producing identical responses on an examination.	<ul style="list-style-type: none"> a) Candidates being assisted by an external agent (<i>third party</i>) to perform tasks during the examination. The agent may be but not limited to a fellow candidate, teacher, supervisor, invigilator, student(s) in a lower class or an outsider; b) Candidates copying from each other or from external sources or exposing their work intentionally or unintentionally with the resultant effect of other candidates copying the same; c) Smuggling of question papers out of the examination room for other people to work out the responses and then circulating the worked out responses among candidates; d) Swapping of answer scripts and index numbers between candidates for the purpose of assisting each other.

Type of Examination Irregularity		Definition	How the Examination Irregularity is Executed
<i>ii)</i>	Possession of electronic communication devices in the examination centre	This involves candidates having in their possession electronic communication devices in the examination room or centre during the examination period.	Possession of programmable calculators, mobile phones, SIM cards, iPODs, iPADs, tablets, laptops or any other electronic communication device in an examination room or centre during the examination.
<i>iii)</i>	Impersonation	<p>This occurs when a person:</p> <ul style="list-style-type: none"> i) who is not registered to take a particular examination presents or attempts to present himself or herself to take the part of a candidate; ii) registers for the examination using a false name or identity; iii) falsely uses a certificate, testimonial, signature, photograph or a document of some other person to represent that other person 	<ul style="list-style-type: none"> a) Two candidates swapping names and index numbers with the intention of sitting the examination for each other; b) An unregistered person sitting for the examination for a registered candidate; c) Candidates who register for an examination using a false name, identity or falsified documents.
<i>iv)</i>	Smuggling of written unauthorized information into the examination room	This happens when a candidate takes unauthorised information into an examination room with the aim of using the information to respond to questions in	<ul style="list-style-type: none"> a) Candidates smuggling written notes or text books into the examination room; b) Candidates found with writings on their clothing and shoes ; c) Candidates found with writings on calculator covers,

Type of Examination Irregularity		Definition	How the Examination Irregularity is Executed
		the examination.	<p>mathematical tables, geometrical sets etc;</p> <p>d) Candidates found with writings on their body parts;</p> <p>e) Candidates smuggling information stored in programmable calculators into the examination room.</p>
v)	Presentation of two or more answer scripts/sheets by one candidate	This happens when a candidate submits two or more answer sheets/scripts for the same examination paper to KNEC for marking.	<p>a) Candidates who submit two or more answer sheets/scripts for the same examination with different responses on the answer sheets/scripts;</p> <p>b) Candidates who submit two or more answer sheets/scripts for the same examination with different handwritings on the various answer sheets/scripts;</p>
vi)	Presentation of an answer script with different handwritings	This occurs when a candidate presents an answer script that has two or more distinct hand writings which when examined by experts is found to have originated from different persons. The different handwritings in the various papers indicate that some of the candidate's papers were done by a third party.	<p>a) A candidate presenting an answer script for one paper which has distinctly different handwriting;</p> <p>b) A candidate presenting answer scripts in different papers which have distinctly different handwritings in the various papers/subjects.</p>
vii)	Prior knowledge of contents of examination papers	This occurs when candidates are exposed to contents of question papers a few hours before the time	a) Question paper packets being tampered with at the distribution centre and the contents of question papers divulged to candidates a few hours to the

Type of Examination Irregularity		Definition	How the Examination Irregularity is Executed
		scheduled for the paper on the timetable.	<p>time scheduled for the paper on the timetable;</p> <p>b) Question paper packets being tampered with on transit to the examination centre from the distribution centre and the contents of question papers divulged to candidates a few hours to the time scheduled for the paper on the timetable;</p> <p>c) Question paper packets being tampered with on arrival at the examination centre and the contents of question papers divulged to candidates a few hours/minutes to the time scheduled for the paper on the timetable.</p> <p>d) Images of whole or part of examination question papers being taken and circulated on social media</p>
<i>viii)</i>	Leakage	This refers to making the contents of a question paper known to candidates more than a day in advance of the date scheduled for the paper.	<p>a) Question paper packets being tampered with on transit to the distribution centre and the contents of question papers divulged to candidates earlier than a day before the date scheduled for the paper on the timetable;</p> <p>b) Question paper packets being tampered with at the distribution centre and the contents of question papers divulged to candidates earlier than a day before the date scheduled for the paper on the timetable;</p>
<i>ix)</i>	Plagiarism	This involves the unacknowledged use by candidates of someone	Candidates presenting projects /project papers that have been done by other persons other than

Type of Examination Irregularity		Definition	How the Examination Irregularity is Executed
		else's work without acknowledging the same and passing it as if it were his/her own work.	the registered candidates.
x)	Disruptive behaviour in the examination room or centre	This encompasses any behavior that disrupts the administration of scheduled examinations in an examination room or centre.	<ul style="list-style-type: none"> a) Usage of offensive language; b) Fighting within the examination room or its precincts; c) Disrespect to Supervisors or Invigilators; d) Inappropriate dressing within the examination room or centre; e) Arriving at the examination centre while intoxicated; f) Uncalled for behaviour such as screaming, stripping naked, dragging furniture, shouting within the examination room or its precincts, etc;
xi)	Inclusion of inappropriate, offensive or obscene materials in the answer scripts or course work.	This happens when candidates include inappropriate, offensive or obscene materials / writings/drawings in their answer scripts.	<ul style="list-style-type: none"> a) Candidates' including money in their answer scripts with a view to bribing Examiners to award them unwarranted marks; b) Candidates writing obscene/offensive words, phrases, sentences/drawings on their answer scripts.

Table 7: Sanctions and Penalties for involvement in Examination Irregularities

Form of examination irregularity		Applicable section of KNEC Act, 2012	Penalty / Sanction
i)	Contravention of the oath of secrecy	Section 26, subsection (1 & 2)	<ul style="list-style-type: none"> a) Imprisonment for a term not exceeding five years; b) A fine not exceeding one million shillings; c) Both imprisonment for a term not exceeding five years and a fine not exceeding one million shillings. d)

Form of examination irregularity		Applicable section of KNEC Act, 2012	Penalty / Sanction
ii)	Unauthorized possession of an examination paper or any part thereof, or any material purporting to relate to the contents of any paper or materials for an examination.	Section 27, subsection (1)	a) Imprisonment for a term not exceeding ten years; b) A fine not exceeding two million shillings; c) Both imprisonment for a term not exceeding ten years and a fine not exceeding two million shillings.
iii)	Negligently or willfully assisting or causing a candidate to obtain or gain unauthorised possession of any examination paper, material or information or any part thereof.	Section 27, subsection (3)	a) Imprisonment for a term not exceeding ten years; b) A fine not exceeding two million shillings; c) Both imprisonment for a term not exceeding ten years and a fine not exceeding two million shillings.
iv)	Giving an examination paper or material to a candidate or another person without lawful authority before or during an examination.	Section 28, subsection (a)	a) Imprisonment for a term not exceeding five years; b) A fine not exceeding one million shillings; c) Both imprisonment for a term not exceeding five years and a fine not exceeding one million shillings.
v)	Disclosing the contents of an examination paper or material to a candidate or another person without lawful authority.	Section 28, subsection (b)	a) Imprisonment for a term not exceeding five years; b) A fine not exceeding one million shillings; c) Both imprisonment for a term not exceeding five years and a fine not exceeding one million shillings.
vi)	Making a change in the original answer script of a candidate.	Section 28, subsection (c)	a) Imprisonment for a term not exceeding five years; b) A fine not exceeding one million shillings; c) Both imprisonment for a term not exceeding five years and a fine not exceeding one million shillings.
vii)	Fraudulently replacing the original answer script of a candidate.	Section 28, subsection (d)	a) Imprisonment for a term not exceeding five years; b) A fine not exceeding one million shillings; c) Both imprisonment for a term not exceeding five years and a fine not exceeding one million shillings.
viii)	Fraudulently altering the results, work or marks of a candidate, for example: examiners colluding with the Candidates, College Principals, Directors of institutions, to alter candidate(s)	Section 28, subsection (e)	a) Imprisonment for a term not exceeding five years; b) A fine not exceeding one million shillings; c) Both imprisonment for a term not exceeding five years and a fine not exceeding one million shillings.

Form of examination irregularity		Applicable section of KNEC Act, 2012	Penalty / Sanction
	marks.		
ix)	Fraudulently altering the examination number, photograph or other identification of a candidate.	Section 28, subsection (f)	a) Imprisonment for a term not exceeding five years; b) A fine not exceeding one million shillings; c) Both imprisonment for a term not exceeding five years and a fine not exceeding one million shillings.
x)	Altering the records of the Council with regard to an examination or examination results in relation to a candidate without lawful authority.	Section 28, subsection (g)	a) Imprisonment for a term not exceeding five years; b) A fine not exceeding one million shillings; c) Both imprisonment for a term not exceeding five years and a fine not exceeding one million shillings.
xi)	Negligently or willfully losing any examination paper, material or any other information relating thereto or using such information in a manner prejudicial to the fair conduct of any examination by a person who has in his or her possession or under his or her control any examination paper, material or any other information relating thereto	Section 29	a) Imprisonment for a term not exceeding five years; b) A fine not exceeding one million shillings; c) Both imprisonment for a term not exceeding five years and a fine not exceeding one million shillings.
xii)	Willful and malicious damage to examination materials or facilities.	Section 30	a) Imprisonment for a term not exceeding five years; b) A fine not exceeding five million shillings; c) Both imprisonment for a term not exceeding five years and a fine not exceeding five million shillings.
xiii)	Possession of any offensive weapon or other material or use of any offensive weapon or other material on any other person / acting or inciting any other person to act in a disorderly manner for the purpose of disrupting the conduct of an examination or of harming, intimidating, assaulting or obstructing a candidate or any other person involved in the	Section 33, subsection(1), (a), (b)	a) Imprisonment for a term not exceeding three years; b) A fine not exceeding five hundred thousand shillings; c) Both imprisonment for a term not exceeding three years and a fine not exceeding five hundred thousand shillings.

Form of examination irregularity		Applicable section of KNEC Act, 2012	Penalty / Sanction
	conduct of the examination.		
xiv)	Presenting a forged certificate or diploma, results slip or statement of results or presenting someone else's certificate or diploma, results slip or statement of results purporting it to be hers/his to a prospective employer, institution of learning with intent to gain employment or admission.	Section 34, subsection (a) (b)	a) Imprisonment for a term not exceeding two years; b) A fine not exceeding one million shillings; c) Both imprisonment for a term not exceeding two years and a fine not exceeding one million shillings.
xv)	Counterfeiting for commercial purposes a certificate or diploma issued by the Council.	Section 35	a) Imprisonment for a term not exceeding ten years; b) A fine not exceeding ten million shillings; c) Both imprisonment for a term not exceeding ten years and a fine not exceeding ten million shillings.
xvi)	Direct or indirect interest of a KNEC member of staff in a private capacity in an examination or in any examination paper or information relating thereto or if the spouse, child or parent of such a person is a candidate in such examination and the person has not disclosed such interest to the Council or its nominee as soon as practicable before the commencement of his or her duties in respect to such an examination.	Section 36, subsections 1 & 2 (a)	Disciplinary action based on KNEC's disciplinary process.
xvii)	Direct or indirect interest of a KNEC Contracted Professional in a private capacity in an examination or in any examination paper or information relating thereto or if the spouse, child or parent of such a person	Section 36, subsections 1 & 2 (b)	Vitiating of contract.

<i>Form of examination irregularity</i>	<i>Applicable section of KNEC Act, 2012</i>	<i>Penalty / Sanction</i>
is a candidate in such examination and the person has not disclosed such interest to the Council or its nominee as soon as practicable before the commencement of his or her duties in respect to such an examination		

All **CDEs and TSC CDs, SCDEs, TSC SCDs, Head teachers/Principals, Supervisors** and **Invigilators** are therefore asked to ensure that these guidelines are brought to the attention of the relevant stakeholders including parents and candidates and to ensure that the regulations are complied with.

5.11 Guidelines On Handling Of Queries

5.11.1 Types of common queries are as summarized in the table below.

Table 8: Types of Queries

	<i>Type Of Query</i>	<i>Definition</i>
i.	Query on Order of Names	Query arising as a result of a candidate's order of names having been incorrectly captured.
ii.	Query on Misspelling / Incorrect capture of Names/Initials	Query arising as a result of a candidate's name(s) / initial been misspelt / incorrectly captured.
iii.	Query on Addition of Names	Query arising as a result of a candidate requesting for a name(s) to be added.
iv.	Query on change of initials to full names	Query arising as a result of a candidate requesting for an initial to be changed to a full name.
v.	Query on Incorrectly captured / missing Gender	Query arising as a result of a candidate's gender having been incorrectly captured / missing.
vi.	Query on Incorrectly captured / missing Year of previous Examination(KCPE)	Query arising as a result of the year of examination having been incorrectly captured / missing.
vii.	Query on Incorrectly captured / missing Index Number	Query arising as a result of a candidate's index number having been incorrectly captured/ missing.

	<i>Type Of Query</i>	<i>Definition</i>
viii.	Query on Recovery of Certificates	Query arising as a result of any of the following: Incorrect capture of details of a candidate (name, index number) on a certificate; Incorrect capture of details of examination centre where candidate sat examination (examination centre code / name,) on a certificate; Incorrect capture of year of examination on certificate; Wrong photograph pasted on a certificate; Misprinted / poorly printed certificate; Certificate not dispatched to examination centre.
ix	Query on Pended Results due to registration issues	Query arising as a result of pending of a candidate's results because the candidate did not provide the required details of previous KNEC examination at the time of registration.
x	Query on withheld results due to suspected examination irregularities	Query arising as a result of withholding of a candidate's result because of suspected involvement in an examination irregularity.
xi	Query on Recovery of Results slips	Query arising as a result of any of the following: incorrect capture of details of a candidate (name, index number) on a results slip; incorrect capture of details of examination centre where candidate sat examination (examination centre code / name,) on a results slip; Incorrect capture of year of examination on results slip; Misprinted / poorly printed results slip; Results slip not dispatched to examination centre.
xii	Query on incorrectly captured or missing Examination Centre Name /Code	Query arising as a result of a candidate's examination centre name or code having been incorrectly captured / missing.
xiii	Query / Appeal on Cancellation of Results	Query arising as a result of cancellation of a candidate's results in a subject / entire examination.

5.11.2 The Kenya National Examinations Council allows **thirty (30) days** after the date of release of the results/certificates for candidate(s) or institution(s) to raise any query arising from the released examination results/certificates. Queries about examination results/certificates must be made through the Heads of institutions for institutional candidates and the Sub County Directors of Education for private candidates. The appeal documents must reach the Kenya National Examinations Council not later

than **thirty (30) days** after the release of the examination results/certificates, after which the query shall attract a penalty.

5.11.3 All heads of institutions who present candidates for KNEC examinations should ensure that this information is brought to the attention of candidates.

5.12 Charges on Queries after Release of Examination Results

Errors that are not corrected during registration period are carried forward to the printing of the candidates' results slips. Such errors should be brought to the attention of KNEC within **thirty (30) days** after the date of release of examination results to avoid cascading the errors to the printing of certificates.

- i) Any amendment on name, gender and year of birth attracts a penalty of **Kes.5,000/= (Five thousand) per candidate if submitted thirty (30) days after release of KCSE results to avoid cascading the same to the printing of the certificate.**
- ii) The Head teacher must request in writing explaining the origin of the error.
- iii) The Kenya National Examinations Council reserves the right to accept or reject a request for amendment(s).

PART VI

6.0 OTHER SERVICES OFFERED BY KNEC

This part gives information on all other services offered by the Kenya National Examinations Council. In this part KNEC takes cognizance of the need to be responsive to the public for efficient service delivery. Stakeholders are encouraged to read this part to familiarize themselves with all other services offered by KNEC.

6.1 Equation of Foreign Results and Certificates

6.1.1 This is a service for persons with foreign examinations who seek to join the Kenyan education system or seek employment in the country. This service is offered to enable such clients join the education institutions at the required levels.

6.1.2 The Kenya National Examinations Council equates school and post school certificates that meet the criteria outlined below:

- i) Such certificates should have been awarded by an accredited examining board or an institution mandated by law to offer the examination and certificates.
- ii) Institutional based certificates (local or international) similar to those offered by KNEC are not equitable.
- iii) The applicant must meet the entry requirements of the equivalent course(s) offered by KNEC at the time e.g. if someone has taken an equivalent of a P1 course outside the country and seeks equation, they must have attained the Kenya equivalent entry qualification required for the course for their certificates to be equated for KNEC.
- iv) Clients seeking equation of Advanced level certificates must provide "O" level certificate and the two certificates must be submitted to KNEC.
- v) Clients who sat for KCSE examination and are applying for equation of Advanced level certificates must have had a KCSE mean grade of C (plain).
- vi) The applicant must have covered the subjects that are mandatory for one to satisfy the awarding rules e.g. for a certificate to be equated to KCSE, the applicant must have sat for seven (7) subjects including Mathematics, a Language i.e. English, two Sciences, and one Humanity.

- vii) The applicant must have been under formal instruction for the appropriate number of years/contact hours of study at that particular level as per then KNEC requirements.
- viii) All foreign examinations/courses taken locally or internationally but not done in the country of origin of the said examination/course are not equitable to KNEC qualifications.
- ix) All courses undertaken through correspondence/ distance learning have no equivalence to any KNEC qualification because contact hours by a learner are a requirement by KNEC.
- x) All persons holding foreign qualifications and seeking to join any educational institution (school and post school) offering KNEC examinations must get an equation/equivalence from KNEC before joining the said institution.
- xi) Any person seeking an equation/equivalence and holding a certificate written in any language other than English or Kiswahili must have the certificate translated by the Embassy of their respective country or Alliance Francaise for certificates written in French or any other recognized institution for other languages.
- xii) All certificates submitted for equation/equivalence must be verified or confirmed by the Examinations Board directly to the Chief Executive Officer, KNEC through this e-mail address, ceo@kneec.ac.ke.
- xiii) Once the person seeking equation of a certificate has met the above conditions then he/she will be required to provide the following:
 - (a) A letter addressed to the Chief Executive Officer, Kenya National Examinations Council, P. O. Box 73598-00200, Nairobi. The letter should state the reason for equation and give the postal address of the institution or organization which requested for the equation.
 - (b) The original certificate and birth certificate for equation of primary school certificates whose owners are minors.
 - (c) Photocopies of all the original certificates.
 - (d) A leaving certificate/school leaving testimonials.
 - (e) A letter by the embassy/ministry of education of the country the certificate originated from and a detailed report on the accreditation status of the examination board which issued the certificate.

- (f) Evidence of payment (Bank slip). Payment should be done after verification of documents by KNEC.
- (g) The clients requiring the equated certificate to be faxed will meet the cost.
- xiv) The client should note that:
 - (a) The equation letter is meant for use by the institution to which it is addressed and therefore **will not** be given or copied to the candidate/parent or guardian.
 - (b) KNEC will only equate certificates where a method (formula) for conversion exists and where the curriculum is followed by KNEC.
 - (c) These rules governing equation/equivalence of certificates are subject to change without notice.

6.2 Verification and Confirmation of examinations results

6.2.1 The Kenya National Examinations Council offers services to local and international institutions/employers who seek to confidentially confirm examination results of potential students or clients. This section outlines the basic procedure of authenticating such results.

6.2.2 Persons requiring this service must apply in writing by filling an application form obtainable from KNEC, Archives and Records Office or the KNEC website www.knec.ac.ke . The applicant must provide the following information:

- i) The **exact names** used during the examination.
- ii) The applicant's (candidate's) **full index number**.
- iii) The **level** and the **year** of examination. In the case of **Technical, Business and London G.C.E** examinations, **the series** (i.e. month of the year) should be included.
- v) The name of the **school/centre** where the examination was taken.
- vi) A copy of the **certificate(s)** to be confirmed (**mandatory**). Result slips may be presented for all examinations **except** for the **CPE/KCPE** examinations.
- vii) Full address of the **employer** or **institution** where the statement of examination result is to be sent.
- viii) **Personal file number, reference** or **admission number** where applicable.
- ix) Bank pay-in- slip.

6.2.3 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** or **posted**.

6.2.4 The statement of examination results is strictly for use by the employer or the institution and therefore cannot be given or copied to a candidate, parent or guardian. Please note that a statement of examination result is **NOT** a certificate.

6.3 Consultancy Services

KNEC provides consultancy services as and when required, guided by the prevailing terms for individual request.

6.4 Data Requests

A Data Request is an application by an institution/individual for information/statistics for a given purpose, for example: research, making of policy decisions, award of scholarships, etc. On receipt of a request for provision of data from a customer, KNEC shall confirm that the data requested for meets the following criteria:

6.4.1 The data requested for is not confidential. The following data is classified as confidential for this purpose:

- i) Individual candidates' subject results;
- ii) Individual candidates' overall results;
- iii) Details of candidates involved in examination irregularities;

6.4.2 Further, the requested data should not hinge on any form of ranking (except for institutions that require data on ranking for social responsibility initiatives who shall be provided with the data);

6.4.3 On receipt of request of data by any customer, KNEC shall scrutinize all the documents received from the customer to verify whether all the required documents have been provided. These documents shall include the following:

- (i) A letter of request addressed to the Chief Executive Officer giving specific details of the kind of data which is required, the contact details including a valid mobile phone number and e-mail address.
- (ii) Relevant authorization from National Council for Science, Technology & Innovation (NACOSTI) and the relevant institution of learning (for students) requesting for data for research purposes.
- (iii) A copy of the national identity card and student's identity card (where applicable).

- (iv) A letter of authority from the relevant government department/research permits (where applicable).
- (v) Verify the intents of the data request.
- (vi) Upon verification the officer in charge shall ascertain the availability of data within the Research Division.

6.4.4 Upon receipt of the documents:

- i) KNEC will verify the intents of the data request;
- ii) Upon verification, KNEC shall ascertain the availability of data within the Research Division.
- iii) If not available the officer in charge shall then advise the customer accordingly.
- iv) Once the above requirements are met, KNEC shall communicate to the customer in writing (where necessary).
- v) If the data request is approved, KNEC shall cost the data request and forward this information to the customer to make the relevant payment.
- vi) On receipt of the payment deposit slip for the data request, KNEC shall forward it to the customer after signing in the data request register.

KNEC CONTACTS

All correspondence to the Kenya National Examination Council should be addressed to,

The Chief Executive Officer

P.O. Box 73598 00200,
Nairobi, Kenya.

Head Office

The New Mitihani House,
South C, off Popo Road
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