



THE KENYA NATIONAL EXAMINATIONS COUNCIL

'On the Frontline in Quality Assessment and Examinations'

All official correspondence should be addressed to:
The Council Secretary/Chief Executive



KNEC is ISO 9001:2008 Certified

REF: KNEC/GEN/EA/EM/TE/REG/2017/001

21st SEPTEMBER 2017

- TO:** (i) County Directors of Education - MoE, TSC
(ii) Sub- County Directors of Education - MoE, TSC,
(iii) Director Adult and Continuing Education, MoE
(iii) Sub County Adult and Continuing Education Officers,
(iv) Principals/Directors of Teacher Training Colleges/Institutions
presenting candidates for 2018 Teacher Education Examinations.

1.0 INSTRUCTIONS FOR THE REGISTRATION OF CANDIDATES FOR THE 2018TEACHER EDUCATION EXAMINATIONS

1.1 These instructions on registration of candidates for the **2018** Teacher Education examinations are based on the Kenya National Examination Council 2014 regulations for following teacher examinations:

1.1.1 Primary Teacher Education (PTE)

1.1.2 Diploma in Teacher Education (DTE),

1.1.3 Teacher Certificate in Adult Education (TCAE)

1.1.4 Diploma in Special Needs Education Part I and II

1.2 Registration of candidates who will be sitting for the Teacher Education examinations in 2018 will be **done strictly on-line**. The Institutions/Colleges will access the KNEC registration portal <http://registration.knec.ac.ke/online-sne> or [/tcae/dte/pte](http://registration.knec.ac.ke/tcae/dte/pte) using the user name and the pass word provided by the Council via the respective college email address. Candidates' index numbers will be from **0001 to 9999 for ALL Teacher Examinations**.

1.3 Heads of Institutions/Sub-County Directors of Education/Sub County Adult Education Officers are expected to strictly follow the procedures on registration of candidates as outlined in the registration portal because any deviation from the same would either render the candidates ineligible for registration or cause the processing of the examination results of the candidate to be delayed, deferred or cancelled.

1.4 All candidates are institutional based hence the registration is done by the college principal or Sub County Adult and Continuing Education officer for TCAE examination. **Please note that there are no private candidates for teacher education examinations.**

1.5 It is the responsibility of the college and candidate, to ensure that all registration details are correct and a replica of the qualifying certificate and that they are entered for the correct course/option and paper(s).

1.6 The registration dates for the 2018 Teacher Education Examinations are shown in the table below;

TABLE I: REGISTRATION DATES FOR 2018 TEACHER EDUCATION EXAMINATIONS

	TYPE OF EXAMINATION	GROUP OF CANDIDATES	REGISTRATION DATES	EXAM MONTH
1.6.1	Diploma in Teacher Education (DTE)	Regular students	15 th October 2017 to 15 th December 2017	March 2018
		Repeaters		
1.6.2	Diploma in Special Needs Education (SNE) Part I and II	Regular students	15 th October 2017 to 15 th December 2017	April 2018
		Repeaters		
1.6.3	Teacher Certificate in Adult Education (TCAE)	Regular students	15 th October 2017 to 15 th December 2017	July 2018
		Repeaters		
1.6.4	Primary Teacher Education (PTE)	Regular students	15 th October 2017 to 15 th December 2017	July 2018
		Repeaters		

NB: Please be informed that there will be no late registration of candidates.

1.7 All Institutions must have a minimum of **ten (10)** candidates to qualify for the registration of candidates for any of the Teacher Education examination offered by the institution/Sub County.

1.7.1 Any centre wishing to register candidates for a course with less than **ten (10)** candidates **must pay the cost of**

registering ten (10) candidates,(Please note that the rates for the top up are as per the rates of the regular candidates not repeaters).

- 1.7.2** Any institution that does not meet the requirement stated in 1.7 above, will be required to liaise with the Sub County Education office and KNEC for candidates to be hosted in another approved examination center.
- 1.8** Registration is deemed successful upon uploading of candidates' details online and full payment of the examination fees as invoiced.
- 1.9** For the registration of candidates with any form of special needs, the college/institution is expected to provide an approved medical report from a government hospital indicating the nature and extend of disability for such candidate(s) for ease of registration. The Council will consider each case in its own merit for further assessment.
- 1.10** Registration materials which includes the **nominal roll signed by each candidate, fee payment deposit slips and corresponding invoice** and copies of the qualifying certificates (e.g. KCSE) or equation letters for candidates with foreign certificates are to be submitted to the Council by either the Sub-County Director of Education or the Head of Institution or his/her nominee with written approval **within two (2) weeks** after the close of registration period for each examination. Submission of registration returns is compulsory.
- 1.11** All institutions must ensure that candidate's photographs are uploaded online. The uploaded photographs must be downloaded and printed to produce an institutions' photo register. Each candidate is required to confirm the subjects registered for and sign against their names. The signed copy of the photo album is to be kept by the college/institution and **handed over to the Supervisor during the rehearsal day of the examination for identification of registered candidates.**

2.0 REGULATIONS FOR REGISTRATION OF PRIMARY TEACHER EDUCATION

- 2.1** Institutional candidates entered for examinations must have been bona - fide enrolled students studying in the Institution for the last one year.
- 2.2** Extra-territorial candidates who hold certificates from foreign

examining boards that are equivalent to the prescribed minimum entry requirement will be eligible to sit for PTE examinations. Before registration for the examination, such candidates should **seek equation of their qualifications from the Council** and receive a letter of equivalence authorizing them to sit the PTE examination.

2.3 The minimum entry requirement for the Primary Teacher Education Certificate examination is as follows:

2.3.1 Mean Grade of C (plain) in the Kenya Certificate of Secondary Education (KCSE) examination.

Or

2.3.2 Mean grade of C- (minus) for visually impaired (VI – blind) and hearing impaired (HI) candidates and physically disabled candidates.

2.4 Candidates will take eight (8) subjects from the options indicated below:

2.4.1 Compulsory Subjects

- (a) 1011 Education
- (b) 1012 English
- (c) 1013 Kiswahili
- (d) 1014 Physical Education
- (e) 1015 Kenya Sign Language (for candidates with Hearing Impairment instead of Kiswahili)

2.4.2 Optional Subjects

Candidates will be required to choose the four subjects in either Option A or Option B.

2.4.2.1 Option A

- (a) 2011 Mathematics
- (b) 2012 Science
- (c) 2013 Agriculture
- (d) 2014 Home Science

2.4.2.2 Option B

- (a) 3011 CRE
 - (b) 3012 IRE
 - (c) 3013 Social Studies
 - (d) 3014 Art and Craft
 - (e) 3015 Music
- } only one may be taken*

2.4.3 Teaching Practice

All PTE candidates must take and pass teaching practice to qualify for a P1 certificate.

2.4.4 Exemptions for candidates with special needs

2.4.4.1 Visually impaired candidates will be allowed to opt for either Home Science or Mathematics in the place of Art and Craft.

2.4.4.2 Candidates with hearing impairment can choose to sit for either Kenya Sign Language or Kiswahili.

2.5 Teaching Practice

All PTE Candidates must take teaching practice to qualify for a PTE certificate. Each candidate must be assessed nine (9) times cutting across the different subjects registered for examination. The candidates will be subjected to external assessment during the final teaching practice. Upon completion of the teaching practice, the candidate's TP marks are to be uploaded into the KNEC website <http://registration.knec.ac.ke/online-pte> by the external assessors in liaison with the college Principal immediately after the final assessors meeting at the examination centre. It is the responsibility of the Principals to ensure that TP marks are uploaded onto the KNEC marks portal by 15th of July 2018. **Note that TP marks are confidential and should not be exposed to candidates**

2.6 Continuous Assessment Test (CAT) Marks

The colleges are expected **to compile two (2) sets of the candidate's course work marks (CAT I and II)** for **ALL** Subjects a candidate is registered for. Upon completion and approval of the CAT marks by the college principal, the candidate's **CAT 1 and CAT 2** marks are to be uploaded online to the KNEC website <http://registration.knec.ac.ke/online-pte> between 2nd June and 10th July 2018. The head of the institution is expected to sign and certify on each page of the CAT marks and submit it to KNEC - Examination Management division.

2.7 Primary Teacher Education Examination Fees

Candidates are expected to pay for the examinations as per the schedule shown in the table 2 below;

TABLE 2: PTE EXAMINATION FEE CHARGES

	TYPES OF FEE PAYMENT	TOTAL AMOUNT KSHS
2.7.1	Basic fee for regular/repeaters students	1,200
2.7.2	Fee per subjects for regular students and repeaters	300
2.7.3	Search Fee per candidate (for repeaters only)	450
2.7.4	Teaching Practice Fee	300
2.7.5	Total Examination Fees For Regular Candidate	3,900
2.7.6	Total Examination Fees For Candidate Repeating One (1) Subject	1,950
2.7.7	Total Examination Fees For Candidate Repeating Two (2) Subjects	2,250
2.7.8	Total Examination Fees For Candidate Repeating Three (3) Subjects	2,550
2.7.9	Late submission of CAT or TP marks	2,000

2.8 Referrals

Candidates who will be referred in the PTE examination can register to re-sit the 2018 PTE examination at their former training colleges. Registration in any other college must be done with authority from the Council. Principals are informed to upload the repeaters details using the **repeaters option in the registration portal** <http://registration.knec.ac.ke/online-pte>.

2.9 Colleges are informed to disregard the deadlines provided in clause 4.5 which is indicated as Table 1 in the KNEC Primary Teacher Education 2014 regulations.

3.0 REGULATIONS FOR REGISTRATION OF TEACHER CERTIFICATE IN ADULT EDUCATION (TCAE) EXAMINATION

3.1 All Sub County Adult and Continuing Education Officers must ensure that the candidates entered for the examination are all bona-fide residents of Kenya who meet the examination entry requirements. The Sub County Adult and Continuing Education Officers are accountable

for the registration of candidates in their Sub County and should work closely with the administrators of the HOST TCAE examination centre in their region.

- 3.2** This examination is administered to eligible candidates within Kenya by the Directorate of Adult and Continuing Education, in the Ministry of Education on behalf of Kenya National Examinations Council and in conformity with the Council's regulations for the conduct of public examinations.
- 3.3** To qualify for registration as a candidate, one must be registered through the Directorate of Adult and Continuing Education through the Sub County Adult and Continuing Education Officer.
- 3.4** Extra-territorial candidates who hold certificates from foreign examining boards that are equivalent to the prescribed minimum entry requirement will be eligible to sit for TCAE examinations. Before registration for the examination, such candidates should seek equation of their qualifications from the Council.
- 3.5** The minimum entry qualification for the Teachers Certificate in Adult Education course is the Kenya Certificate of Secondary Education with a **mean grade of D+ (Plus) for Teacher 1 and D (plain) for Teacher 2** or its equivalent.

3.6 Teaching Practice

All TCAE Candidates must take and pass Teaching Practice to qualify for TCAE certificate. The Teaching Practice Marks are to be uploaded into the KNEC website <http://registration.knec.ac.ke/online-tcae> by the assessors at the Sub County.

It is the responsibility of the Sub County Adult and Continuing Education Officer (SCAEO) to ensure that TP marks are uploaded onto the KNEC marks portal. **Note that TP marks are confidential and should not be exposed to candidates**

3.7 Teacher Certificate in Adult Education Examination Fees

Candidates are expected to pay for the examinations as per the schedule shown in the table 3 below;

TABLE 3: TCAE EXAMINATION FEE CHARGES

	TYPES OF FEE PAYMENT	TOTAL AMOUNT KSHS.
3.7.1	Basic fee	750
3.7.2	Fee per Subject	450
3.7.3	Teaching Practice Fee	450
3.7.4	Search Fee Per Candidate(for repeaters only)	450
3.7.5	Total Examination Fees For Regular Candidate	3,000
3.7.6	Total Examination Fees For Candidate Repeating One (1) Subject	1,650
3.7.7	Total Examination Fees For Candidate Repeating Two (2) Subjects	2,100
3.7.8	Late submission of CAT or TP marks	2,000

3.8 Referrals

Candidates who are referred in a subject(s) can register to re-sit TCAE examination at their former TCAE examination centers. Candidates who are repeating TCAE examination should be registered using the **repeaters option in the system.**

4.0 REGULATIONS FOR REGISTRATION OF DIPLOMA IN TEACHER EDUCATION EXAMINATION

4.1 Institutional candidates registering for this examination must have been enrolled students studying in the Institution for the last two years.

4.2 Extra-territorial candidates who hold certificates from accredited foreign examining boards should seek equation of their qualifications from the Council before registration for the DTE examination.

4.3 Sighted Candidates

The minimum entry requirement for the Diploma in Teacher Education examination is as follows:

4.3.1 Mean Grade of C+ (plus) in the Kenya Certificate of Secondary Education (KCSE) or equivalent qualification

4.3.2 C+ (plus) in the subject of specialization or equivalent

qualification

4.3.3 C (Plain) in Mathematics for those taking Science Based Courses

4.3.4 C (Plain) in English or equivalent qualification for all applicants

4.3.5 D+ (plus) in Mathematics for those taking Humanities and Creative Arts.

4.4 Candidates with Visually Impaired

4.4.1 Mean Grade of C (plain) in the Kenya Certificate of Secondary Education (KCSE) or equivalent qualification

4.4.2 C (plain) in the subject of specialization or equivalent qualification

4.4.3 C- (minus) in Mathematics for those taking Science Based Courses

4.3.4 C- (minus) in English or equivalent qualification for all applicants

4.3.5 D (plain) in Mathematics for non science based courses.

4.5 A candidate **must take two (2) teaching subjects and the professional support subjects**. Candidates who has re-sat the KCSE examination and attained minimum subject grades will be eligible after submitting the results slip of the re-sat subject at KCSE level.

NB: For DTE registration institutions can access the portal using the log in website: <http://registration.knec.ac.ke/online-dte>

4.6 Teaching Practice

All DTE candidates must take teaching practice to qualify for the award of DTE diploma. Each candidate must be **assessed six (6) times** cutting across the different subjects registered for examination. The candidates will be subjected to external assessment during the final teaching practice. Upon completion of the teaching practice, the candidate's TP marks are to be uploaded into the KNEC website <http://registration.knec.ac.ke/online-dte> by the external assessors in liaison with the college principal immediately after the final assessors meeting at the examination centre not later than **4th August 2018**.

It is the responsibility of the college/Principals to ensure that TP marks are uploaded onto the KNEC marks portal. **Note that TP marks are confidential and should not be exposed to candidates**

4.7 Continuous Assessment Test (CAT) Marks

The colleges are expected to **compile three (3) sets of the candidate's course work marks (CAT I, II and III)** to be forwarded to the Council. Upon completion and approval of the CAT marks by the college Principal, candidate's marks are to be uploaded online to the KNEC website <http://registration.knec.ac.ke/online-dte> between **15th and 31st March 2018**. The head of the institution is expected to sign and certify on each page of the CAT marks and submit the hard copies to the Examination Management division located at the New Mitihani House, South C Nairobi. The deadline for submitting the hard copies containing candidates marks will be **13th April 2018**.

4.8 DTE Examination Fees

Candidates are expected to pay for the examination as per the Schedule shown in Table 4 below;

TABLE 4: DTE EXAMINATION FEE CHARGES

	TYPES OF FEE PAYMENT	TOTAL AMOUNT KSHS
4.8.1	Basic fee per candidate	1,600
4.8.2	Fee per subjects for regular students and repeaters	2,750
4.8.3	Search Fee per candidate (for repeaters only)	450
4.8.4	Teaching Practice Fee	2,700
4.8.5	Total Examination Fees For Regular Candidate	15,300
4.8.6	Total Examination Fees For Candidate Repeating One (1) Subject	4,800
4.8.7	Late submission of CAT or TP marks	2,000

4.9 Referrals

Candidates who will be referred in the DTE examination can register to re-sit the 2018 DTE examination at their former colleges. Registration in any other college must be done with authority from the Council. The Principals are informed to upload the repeaters details using the

5.0 **REGULATIONS FOR REGISTRATION OF DIPLOMA IN SPECIAL NEEDS EDUCATION (SNE) EXAMINATION PART I AND II**

- 5.1 Institutional candidates entered for the SNE examination must have been enrolled students studying in the Institution for the last one year.
- 5.2 Extra-territorial candidates who hold certificates from accredited foreign examining boards should seek equation of their qualifications from the Council before registration for the SNE examination.
- 5.3 The minimum entry requirement for the Diploma in Special Needs Education examination is as follows:
- 5.3.1 Primary Teacher Education - **P1 Teacher Certificate by Training;** or
 - 5.3.2 **P1 teacher who has been promoted by Ministry of Education through Teacher Proficiency Courses;**
 - 5.3.3 **KCSE mean grade of D+ or KCE Division 3 and in addition have a KNEC certificate in ECDE or Ministry of Education DICECE Certificate.**
 - 5.3.3 Candidates wishing to take SNE Part One (1) examination for the first time must have undertaken **two terms** of either residential or in-service training in an institution approved by the KNEC.
 - 5.3.4 Those wishing to take SNE Part Two (2) examination must have done part one and covered **three terms** of either residential or in-service training in addition to fulfilling the requirements for teaching practice.
 - 5.3.5 For institutions to access the registration platform they can Log into the KNEC website:
<http://registration.knec.ac.ke/online-sne>

5.4 **SNE Teaching Practice**

All SNE candidates must take Teaching Practice to qualify for the award of SNE Diploma. Each candidate must be assessed six (6) times cutting across the different subjects registered for examination for the regular candidates and three (3) times for the in-service candidates. The candidates will be subjected to external assessment during the final teaching practice. Upon completion of the Teaching

Practice, the candidate's TP marks are to be uploaded into the KNEC website <http://registration.knec.ac.ke/online-sne> by the external assessors in liaison with the College Principal immediately after the final assessors meeting at the examination centre not later than **31st July 2018**.

It is the responsibility of the college/ institution to ensure that TP marks are uploaded onto the KNEC marks portal.

Note that TP marks are confidential and should not be exposed to candidates.

5.5 Continuous Assessment Test (CAT) Marks and Project Marks

The colleges are expected to compile two (2) sets of the candidate's course work marks (CAT I, and II) and Project marks. The principal should upload the approved CAT and Project marks, online onto the KNEC website <http://registration.knec.ac.ke/online-sne> between **15th and 31st March 2018**. The head of the institution is expected to sign and certify on each page of the CAT and Project Marks and submit the hard copies to the Examination Management Division located at the New Mitihani House, South C Nairobi. The deadline for submitting the hard copies will be **13th April 2018**.

5.6 SNE Examination Fees

Candidates are expected to pay for the examinations as per the schedule shown in the table below;

TABLE 5: SNE EXAMINATION FEE CHARGES

	TYPES OF FEE PAYMENT	TOTAL AMOUNT KSHS.
5.6.1	Part I and Part II basic Fee	1,300
5.6.2	Part I and Part II fee per subject	1,600
5.6.3	Project fee per candidate	700
5.6.4	Search Fee per candidate (for repeaters only)	450
5.6.5	Teaching Practice Fee	2,200
5.6.6	Total Examination Fees For Regular Candidate SNE Part I	7,700
5.6.7	Total Examination Fees For Regular Candidate SNE Part II	10,600
5.6.8	Late submission of CAT, Projects or TP marks	2,000

5.7 Referrals

Candidates who will be referred in the SNE examination can register to re-sit the 2018 SNE examination at their former colleges. The Principals are informed to upload the repeaters details using the **repeaters option in the registration portal** <http://registration.knec.ac.ke/online-sne>

6.0 EXAMINATION FEES COLLECTION ACCOUNTS FOR ALL TEACHER EDUCATION EXAMINATIONS

- 6.1 After downloading a College invoice at the end of registration, payment can be made into the Council **Fees Collection Accounts** in any of the Banks listed below. Ensure the relevant deposit slip is used for each examination for accounting purposes.

TABLE 8: KNEC FEES COLLECTION ACCOUNTS

	BANK
6.1.1	Co-operative Bank
6.1.2	National Bank of Kenya
6.1.3	Kenya Commercial Bank
6.1.4	Equity Bank

NB: No other mode of payment will be accepted by the Council

- 6.2 The copies of the bank deposit slips and corresponding invoice will then be submitted to the Council within two weeks after the close of the registration period.
- 6.3 any institution that fails to submit registration documents and evidence of full payment of examination fees within the stipulated period will be subjected to a penalty to be determined by the Council.

7.0 QUERIES RELATED TO TEACHER EDUCATION EXAMINATIONS

- 7.1 upon release of examination results, heads of institutions should collect and verify results printouts and slips for accuracy. Any arising queries should be received by the council within 30 days after the release of the results.

- 7.2** heads of institutions will be expected to personally collect, check and verify certificates and certificate checklists. Any arising query should be raised within 30 days of the stipulated date for dispatch and collection of certificates.
- 7.3** examination results and certificate queries received after 30 days with regard to 7.1 and 7.2 above will attract a penalty of **Five Thousand shillings (Kes. 5,000)**.
- 7.2** All queries should be received by the council within **30 days** after the date of release of examination results. Remarking of Teacher Education Examinations and replacement of certificates has been suspended by the Council.
- 7.3** Examination related queries received after the 30 days under 10.2 above will attract a penalty fee of **Five Thousand shillings (Kes. 5000)** for the Council to resolve the issue.

8.0 RE-SITTING OF TEACHER EXAMINATIONS

- 8.1** As per the KNEC policy, candidates are **allowed to re-sit a referred examination paper(s)/subject(s) any number of times within a period of five (5) years after the first sitting.**
- 8.2** Any candidate who does not pass all the papers within **five (5) years** after the initial sitting will have to **re-take the entire examination**, including continuous assessment and teaching practice.
- 8.3** Any candidate whose results read **CRNM** (Course requirement not met) must register for the missing subject(s) that led to award of a CRNM.
- 8.4** Candidates whose results are cancelled and overall grade is given as **'Y'**, are banned for **THREE** years from re-sitting the examination.

9.0 PHOTOGRAPH SPECIFICATIONS

- 9.1** Must be in colour (at least 24 bits per pixel).
- 9.2** The size of the photo should be 45mm by 35mm in JPEG format (.jpg extension) or PNG format.
- 9.3** The photograph should not be compressed.
- 9.4** Only digital photos will be accepted.

- 9.5 The image must contain the full face, neck, and shoulders of the candidate in frontal view with a neutral, non-smiling expression and with eyes open, unobstructed and directed at the camera.
- 9.6 All facial features must be visible and unobstructed.
- 9.7 The image must be taken within 6 months of the submission date.



M. G. KAROGO (Ms)
AG. CHIEF EXECUTIVE OFFICER

- cc: 1. The Principal Secretary,
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