



# KENYA NATIONAL EXAMINATIONS COUNCIL

## PRIVATE CANDIDATES ENTRY FORM FOR THE 2018 KCSE EXAMINATION

(To be filled in triplicate)

KNEC/EA/EM/KCSE/REG/PLC/2018/002/REV 6.0

(Original – KNEC Copy, Duplicate – SCEO's Office, Triplicate – Candidate's Copy)

Read the instructions at the back of this document before completing this form.

### TO BE FILLED BY SUB COUNTY DIRECTOR OF EDUCATION

COUNTY NAME: \_\_\_\_\_ CODE: \_\_\_\_\_  
SUB COUNTY NAME: \_\_\_\_\_  
CENTRE NAME: \_\_\_\_\_  
CENTRE NO. \_\_\_\_\_  
CANDIDATES'S NUMBER: \_\_\_\_\_

### 1. CANDIDATE'S FULL NAME (SURNAME FIRST) 25 SPACES

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

2. SEX: Please tick (✓) Male ☐ Female ☐

3. YEAR OF BIRTH: \_\_\_\_\_

4. ADDRESS: \_\_\_\_\_

5. MOBILE PHONE NO. \_\_\_\_\_

6. QUALIFICATIONS (Attach Copies of Certificates/ Result slips)

KCPE YEAR: \_\_\_\_\_ INDEX NO: \_\_\_\_\_

CPE YEAR: \_\_\_\_\_ INDEX NO: \_\_\_\_\_

QUALIFYING TEST: YEAR: \_\_\_\_\_ INDEX NO: \_\_\_\_\_

EQUATION LETTER: YEAR: \_\_\_\_\_ REFERENCE NO: \_\_\_\_\_

7. SCHOOL WHERE TO SIT FOR PRACTICAL EXAMINATION

NAME: \_\_\_\_\_

CODE NO: \_\_\_\_\_

8. SUBJECTS CHOICES (see back of form for requirements)

SUBJECTS	SUBJECTS CODES	INDICATE CODES OF SUBJECTS CHOICES
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	
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	
Kenya Sign language*	504	
Music **	511	
Business Studies	565	

#### 9. KCSE PRIVATE AND REPEATING CANDIDATES

##### REGISTRATION FEE:

Basic fees= 2,700 per candidate

Subject fee=400 per subject

##### Regular private candidates

No. of Subjects	7	8	9
Fees (Kshs)	5,500	5,900	6,300

##### Candidates repeating less than 7 subjects

No. of Subjects	1	2	3	4	5
Fees (Kshs)	3,100	3,500	3,900	4,300	4,700

Add Kshs. 200/= for the subjects with **Project/ Practical components** (see subjects with\*) Add Kshs 500 for **Orals/Aural** (see subjects with\*\*) & 2,500 for **Aviation technology** (see subjects with \*\*\*)

TO BE FILLED BY S.C.D.E	
Verified by:	_____
Total Shs:	_____
Receipts No.	_____
Date:	_____
Sign:	_____

#### 10. DECLARATION BY CANDIDATE:

I declare that, I have read and understood the entry requirements for the registration of KCSE examination and that the particulars which I have given on this entry form are correct. I understand that I shall be allowed to sit for **only** those **subjects** and papers for which I have **entered on this form**.

Sign: \_\_\_\_\_ Date: \_\_\_\_\_



**ENTRY REQUIREMENTS FOR KCSE PRIVATE CANDIDATES****1.0 Private Candidates wishing to enter for the KCSE examination must fulfill the following conditions:**

- 1.1 They must be holders of a valid KCPE certificate, EACE, KCE or a foreign qualification accompanied by a KNEC equation letter or
- 1.2 A primary certificate other than KCPE (CPE or Foreign) and a qualifying test result slip from KNEC indicating that they have passed the KNEC KCSE Qualifying Test;
- 1.3 They must produce evidence of having spent at least 3 years preceding the year of KCSE registration after sitting the KCPE and other primary examinations;
- 1.4 They must produce a letter of confirmation from the SCDE/head teacher of the approved private candidate examination centre where the candidate will sit for the practical examinations papers;
- 1.5 They must produce a National Identity card, a passport or an alien card (for foreign candidates). Where this is not possible, the birth certificate and evidence of National Identity card application (waiting card) will be required;
- 1.6 They must download the private candidates' registration forms as from the KNEC website ([www.knec-portal.ac.ke](http://www.knec-portal.ac.ke)) and fill it before reporting to the SCDE for further instructions.

**2.0 Subjects Choices**

Candidate must enter for at least **7 subjects** which must include:

From **Group I** – All the three subjects of Code Numbers **101, 102 and either 121 (option “A”) or 122 (option “B”)**

From **Group II** – At least two subjects of Code Numbers **231, 232, 233, 236 (Blind candidates) or 237 for option “B”**

From **Group III** – At least one subject code of **311, 312 or any one among 313/314/315**

Note: Only one of the Religious subjects 313, 314, 315 and one Mathematics option is to be taken. **One** other subject selected from the remaining subjects in **Group II, III and IV** (Code Numbers **441, 442, 443, 444, 445, 446, 447, 448, 449, 450 and 451**) or **V** (Code Numbers **501, 502, 503, 504, 511 and 565**)

Candidates can sit for **9 subjects** and the extra **1 or 2 subjects** can be selected from the remaining subjects of groups II, III, IV and V.

**3.0 Repeaters**

There are two categories of repeaters:-

**3.1 Repeaters taking a minimum of 7 subjects**

Candidates who wish to repeat and get a mean grade must **repeat the entire examination with a minimum of 7 and maximum of 9 subjects** as per the subject entry requirements'. They must ensure that all the regulations for the certificate award criteria are observed. These candidates should be given **regular index numbers** (001-499) for school and private repeaters and may re-sit as many times as they wish as long as they meet entry requirements;

**3.2 Candidates who choose to repeat less than 7 subjects.**

These candidates must have sat for KCSE not more than three years preceding the year of the examination. These candidates should be given **index numbers** ending with **801, 802 etc for School and Private repeaters.**

- 3.3 Candidates repeating as prescribed in 3.2 above **must not** introduce **new** subjects that **they did not** sit for during the **first** attempt;  
 These candidates can sit for a **minimum** of **one (1)** subject and a maximum of **six (6)** subjects;  
*These candidates will get a supplementary certificate which will only show a subject grade. The subject grade(s) on the supplementary certificate will not be used to alter the mean grade attained previously.*
- 3.4 *Candidates repeating less than 7 subjects and who sat for the KCSE examination previously will only be allowed to repeat **TWICE** in the **TWO** subsequent years following the **FIRST ATTEMPT**.*

4.0 **Practical Papers**

Private and repeating candidates will be informed by the SCEO's where they will sit for practical papers at the time of registration.

5.0 **Important**

Subject changes **are not permitted** once registration has been done.

Candidates entering for **French, German, Arabic and Music** should be aware of the early dates for **Aural and Oral Examinations**. These examinations will only be done at **specific centers** to be arranged in Nairobi and at the Sub County. Candidates will be expected to make their own travel arrangements to the centre.

- 5.1 Candidates entered for **subjects with Project Papers** should take note that their projects should be prepared and assessed as per the following schedule:-

Home Science (441)	-	1 <sup>st</sup> – mid October every year
Art and Design (442)	-	March to Mid August every year
Agriculture (443)	-	January to September every year
Woodwork (444)	}	May – October every year
Metal work (445)		
Building Construction (446)	}	Period to be indicated on the timetable
Power Mechanics (447)		
Electricity (448)		
Drawing & Design (449)		
Aviation Technology (450)		
Computer Studies (451)	-	March to September every year

During this period they are required to prepare their projects at the school that is hosting them for the practical projects examination.

- 5.2 A candidate who withdraws from the examination will **NOT** be entitled to a refund.  
 Candidates are expected to check in the KNEC website to ascertain the correctness of their entries **before 28<sup>th</sup> February every year** and to alert the SCEO's office for any amendments to be effected **before 28<sup>th</sup> February every year**. No amendments will be effected after this.
- 6.0 Registration of candidates ends on **28<sup>th</sup> February every year**. Any entries received at the Council after this date will not be accepted **irrespective of when the money was deposited in the KNEC accounts**.  
**Candidates should pay examination fees to the SCDE and should not deposit fees individually in the KNEC deposit accounts.**
- 7.0 **It is the responsibility of the candidate to ensure the accuracy of his/her registration details. All candidates MUST report to the Sub County Director of Education (SCDE) to sign the nominal roll and to verify their registration details after the closure of the registration period.**