



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

KNEC/GEN/CS/PRO/CIR/NOV/2018/02/REV 6.0

10th January, 2018

- To: i) All Heads of Primary and Secondary Schools offering
Candidates for the 2018 KCPE and KCSE examinations,
- ii) All Sub County Directors of Education

Subject: **REGISTRATION OF CANDIDATES FOR THE 2018 KCPE, KCSE AND
KCSE QUALIFYING TEST (QT) EXAMINATIONS**

- 1.0 The Kenya National Examinations Council wishes to bring to your attention the following information as regards the registration of 2018 KCPE, KCSE and KCSE Qualifying Test examinations.
- 1.1 The registration of candidates for the 2018 KCPE, KCSE and KCSE QT examinations will start from **15th January 2018** and end on **28th February, 2018**.
- 1.2 Any school that has less than **15 candidates** will be hosted by another centre to be determined by the Sub County Director of Education. The information on such schools should be submitted to KNEC together with the registration materials. **The hosted school will retain its code during registration of candidates.**
- 1.3 Head teachers and Sub County Education Officers are required to log onto the KNEC website: **www.knec-portal.ac.ke** for capturing of the registration details of the candidates and uploading of the photographs using the **registration password** for the respective examination center.
- 1.4 All candidates must be registered where they have been learning. Registration in two centres (**double registration**) **will be treated as an examination malpractice.**

1.5 New schools wishing to be registered as KNEC examination centres should submit to KNEC the following:

1.5.1 Valid registration certificate from the County Director of Education;

1.5.2 Duly filled inspection questionnaire from the Sub County Director of Education;

1.5.3 Duly filled application form from the school. This information should reach KNEC by **31st January, 2018.**

Expired registration certificates will not be accepted.

1.6 New Sub Counties wishing to be allocated a KNEC code and coding of the schools should submit the following to KNEC:

1.6.1 A Kenya Gazette notice legalizing the creation of the Sub County;

1.6.2 List of Schools showing their previous codes and the proposed new codes;

1.6.3 Location of the storage facility (Container) and details of the Deputy County Commissioner (DCC) or Assistant Deputy County Commissioner (ADCC) office.

This information should reach KNEC before **19th January 2018.**

2.0 KCSE PRIVATE CANDIDATES

2.1 All private candidates shall be registered at the Sub County Director of Education.

2.2 Candidates wishing to register privately will be required to download the private candidate registration form from the KNEC website, complete it as required and present it to the respective Sub County Education office for further instructions.

- 2.3** For registration of the KCSE candidates, **KNEC will only allow one private examination centre per Sub County.** Private candidates are not allowed to individually deposit money into the KNEC collection accounts and Sub-County Education Officers are asked to ensure compliance to this regulation.

3.0 PRIVATE CANDIDATES FOR THE KCPE EXAMINATION

- 3.1** All non formal centres for the KCPE examination shall be expected to register their candidates with the Sub County Education offices and to upload candidates' photographs online. No hard copies of photographs should be submitted to KNEC. **All non-formal schools for the KCPE examination are required to submit their registration certificate from the Ministry of Education (MoE);**
- 3.2** All Heads of Institutions and Sub County Education officers registering private candidates are asked to note that there will be no keying or amending of candidates' details after **28th February, 2018.**
- 3.3** All schools and private candidates shall be expected to adhere to entry requirements as stipulated in the registration instructions for registration of candidates for the KCPE and KCSE examinations.

4.0 DOCUMENTS FOR REGISTRATION OF CANDIDATES

- 4.1** The Kenya National Examinations Council shall not send any documents for registration of candidates for the **2018 KCPE** and **KCSE** examinations.
- 4.2** As was the case in the year **2017**, all documents for the registration of candidates are to be downloaded from the KNEC website.

5.0 EXAMINATION FEES

- 5.1** The government of Kenya shall pay examination fees for all candidates in public and private schools except for the following:
- 5.1.1** candidates who are re-sitting/repeaters;

5.1.2 Non-citizens/private candidates registering in the Sub County private examination centres;

5.2 Examination fees for private candidates should be paid to the account of Sub County Education Office who shall be expected to make a single deposit to the KNEC fees collection accounts for the private centre. Sub County Education Officers are requested to make adequate arrangements for the online registration of private candidates.

5.3 The KCSE Qualifying Test registration fee is **Kes. 3000/= (three thousand) per candidate**. The fees should be deposited in the KNEC KCSE fees collection account.

6.0 USE OF PASSWORD FOR REGISTRATION OF CANDIDATES

6.1 Passwords are confidential to each school and should be secured by the head teacher. In the event that a school has lost/forgotten its password, the head teacher should send an email to KNEC (em@kneec.ac.ke).

6.2 All new centres once approved and uploaded on the website shall access the registration platform by keying in their centre number as both the **user name** and **password**. Head teachers are advised to change the password from the centre number to a password of their choice to maintain confidentiality.

6.3 Heads of institutions and Sub County Education Officers are advised to safeguard their passwords to restrict access of the school's registration data by unauthorized persons.

7.0 REGISTRATION OF KCSE QUALIFYING TEST CANDIDATES

7.1 All candidates will be registered at the Sub County Director of Education office.

7.2 All the registered candidates will be hosted at the County Director of Education headquarters during the administration of the examination.

7.3 Headteacher are required to ensure that all candidates with foreign certificates are registered for Qualifying Test a year before they are due to register for KCSE.

7.4 Documents required for the KCSE Qualifying Test registration.

7.4.1 A copy of original CPE certificate;

7.4.2 Copy of **letter of Equation from KNEC** for all candidates holding a foreign primary education certificate. Please note that the equation letter is obtained from the **KNEC Archives office at New Mitihani House South C, Mombasa Road;**

7.4.3 A passport size photograph in a CD (**300 x 300pixels**);

7.4.4 Certified bank deposit slip of **Kes. 3,000/=** per candidate;

7.4.5 *Candidates without the requisite registration documents should not be registered.*

7.5 Categories of Candidates Required to Sit For The KCSE Qualifying Test

7.5.1 All prospective **2019 KCSE** candidates with CPE certificate;

7.5.2 All candidates who failed the **2016, 2017 and 2018 KCSE Qualifying Test** and wish to register for the **2019 KCSE** examination;

7.5.3 All form 3 students wishing to register for **2019 KCSE** examination but **hold foreign primary education certificates that are not equivalent to KCPE.**

7.6 All the above category of students must have a minimum of **three (3) years** of secondary education or have been out of school for three years after sitting for their **Primary examination.**

8.0 LATE REGISTRATION

There will be no late registration of candidates.

9.0 VERIFICATION OF CANDIDATES REGISTRATION DETAILS

All headteachers are expected to ensure all candidates registration details are captured correctly and every candidate has confirmed the same and signed the nominal roll. **Teachers are advised NOT to sign for their candidates as there will be no window for candidates to sit for any subject under-protest in 2018.**

10.0 SUBMISSION OF REGISTRATION MATERIALS TO KNEC

10.1 The Sub County Director of Education will be expected to submit to KNEC all registration documents from the schools and private candidates by **15th March, 2018.**

10.2 For details on registration of KCPE and KCSE candidates you are advised to refer to the KNEC instructions manual (**A guide for Management and Administration of National Examinations**); First Edition, 2017.



M. G. Karogo, (Ms.), MBS
Ag. CHIEF EXECUTIVE OFFICER

cc **1. The Principal Secretary**
State Department of
Education, Ministry of
Education,
P O Box 30040 – 00100
NAIROBI

2. The Director General,
State Department of
Education, Ministry of
Education,
P O Box 30040 – 00100
NAIROBI

3. All County Directors of Education