

THE KENYA NATIONAL EXAMINATIONS COUNCIL

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Secretary/Chief Executive Officer

REF: KNEC/GEN/EA/PM/TE/BE/2011/01

January, 2011

TO: Provincial Directors of Education
District Education Officers
Heads of Post-Secondary Technical Training Institutions Presenting
Candidates for Year 2011 Technical Examinations and
Business Examinations

1.0 INSTRUCTIONS FOR THE REGISTRATION OF 2011 TECHNICAL AND BUSINESS EXAMINATIONS CANDIDATES

1.1 The Council will be using online registration for candidates for the above stated examinations in the year 2011.

1.2 Registration and Examination Dates

Activity	July Series	November Series
Period of receipt of institutional entries	21 st Feb - 18 th March	6 th June - 8 th July
Period of registration of private candidates (including private candidates for Business TEP)	28 th Feb- 18 th March	27 th June - 8 th July
Period of receipt of late entries for Institutional and Private candidates	21 st - 25 th March	11 th - 15 th July
Last day for submission of Projects, CWA and Project Marks	24 th June	21 st October
Collection of Planning Materials for 1402- Food and Beverage Practical	20 th June	10 th October
Period for practical papers	6 th - 15 th July	2 nd - 10 th October
Period for written papers	20 th - 29 th July	16 th -25 th November

1.3 TECHNICAL AND BUSINESS JULY AND NOVEMBER EXAMINATIONS

The registration data from the institutions should be submitted **NOT LATER THAN 18th March 2011** for the **June/July series**, and **8th July 2011** for the **October/November series**.

1.4 Only under **very special circumstances** may entries be received after **18th March 2011** and before **25th March 2011** for July series, and between **8th July and 15th July 2011** for **November/December series** for Business and Technical, on condition that a late registration fee of **Kshs.2000/=** per candidate is paid to the Council.

- 1.5 Under **NO CIRCUMSTANCES SHOULD CANDIDATES WHO TURN UP FOR REGISTRATION AFTER THE DEADLINES BE REGISTERED**. They should be advised to register for the next examination series whenever the course is available and **should not be referred to the Council**.
- 1.6 Registration materials and fees remittance documents must be submitted to the Council by the person of either the Head of Institution or his/her nominee.

2.0 REGISTRATION OF TECHNICAL EXAMINATIONS

2.1 ENTRY REQUIREMENTS FOR TECHNICAL EXAMINATIONS

- 2.1.1 College/Institutional candidates entered for the examination must have been bona fide enrolled students studying in the college/institution.
- 2.1.2 Candidates must have satisfied the minimum examination entry requirements for the individual courses as follows:
- (a) **Artisan Courses** - Kenya Certificate of Primary Education
 - (b) **Certificate Courses**
 - (i) Minimum KCSE mean grade D (Plain) or KCE Division III, with passes in Mathematics, English and one Science subject or Agriculture, Biology or General Science.
 - (ii) A pass in a relevant Artisan Course.
 - (iii) Equivalent qualifications.
 - (c) **TEP Craft Courses**
 - (i) Minimum KCSE Mean Grade D (Plain).
 - (ii) A pass in a relevant Artisan Course.
 - (iii) Equivalent qualifications.
 - (d) **TEP Diploma Courses**^{*}
 - (i) Minimum KCSE Mean Grade C- (minus)
 - (ii) A pass in a relevant Craft/Certificate course.
 - (iii) Equivalent qualifications, except where stated otherwise in the respective/individual course syllabuses.
 - (e) **Higher Diploma Courses**
Pass at Diploma level or equivalent qualifications.

* For Course 2429 Diploma in Pharmaceutical Technology, refer to the Syllabus and Regulations in current use.

(f) **TIVET Courses**

Qualifications vary, check syllabus of course being taken for correct entry qualification.

3.0 REGISTRATION FOR BUSINESS EXAMINATION COURSES

3.1 SINGLE AND GROUP CERTIFICATE EXAMINATIONS

3.1.1 All heads of institutions must ensure that the candidates entered for the examination in their colleges meet the examination requirements as prescribed in the KNEC 2000/2001 Business Single and Group Certificate Examination Regulations booklet.

3.1.2 Candidates are not allowed to attempt a higher stage of a subject **whose lower stage or stipulated pre-requisite they have not passed.**

(i) Under no circumstance should candidates be booked for **two stages** of the same subject at any one sitting.

(ii) The maximum number of subjects that a candidate can be booked for is 8 (eight). **Entries will not be accepted unless the subject code numbers are given.**

3.1.3 Heads of institutions/PDEs/DEOs must ensure that candidates are registered **only for the subjects** available during the particular examination series as per the subject frequency list. Examination fees **will not** be refunded for candidates booked for subjects not offered. Note that there are no **March examinations effective 2011.**

3.1.4 Candidates registering for Business Single & Group subjects in a particular examination series **should not** register for other examinations in the same series, for example; Business TEP, Business Management, KCSE, as well as other Boards' examinations.

3.2 PHOTOCOPIES OF CERTIFICATES OR RESULT SLIPS

Candidates who are registering for a higher stage must attach photocopies of their certificates/result slips for the lower stages or stipulated pre-requisite passed.

The photocopies must be verified against the original certificates/result slips and **stamped and signed** by the Head of institution/PDE/DEO as true copies of the original. These must be attached to the candidate's entry data.

The Council will not accept entries for a higher stage where proof of the lower stages passed has not been attached.

3.3 **AUDIO TYPEWRITING EXAMINATIONS**

3.3.1 Institutions intending to offer candidates for Audio-Typewriting must indicate to the Council via a separate letter that they have the necessary facilities for this subject one week before the closing date for registration for each examination series. Institutions must ensure that they receive formal approval from the Council for the examination to take place at their centre.

3.3.2 No Private candidates will be entered for Audio-Typewriting examinations.

3.4 **SHORTHAND EXAMINATIONS**

Private candidates entering for Shorthand examinations must sit for the examinations at Approved Institutional Candidate's Examination Centres. **No Shorthand examinations will be offered in Private examination centres.**

4.0 **BUSINESS TECHNICAL EDUCATION PROGRAMME EXAMINATIONS (BTEP)**

4.1 **Entry Qualifications For BTEP Courses**

Candidates must have satisfied the minimum examination entry requirements for the individual courses as follows:

4.1.1 **Artisan Course** - Kenya Certificate of Primary Education (KCPE)

Craft Courses- KCSE with mean grade D plain or relevant Artisan Certificate.

4.1.2 **Diploma courses** - KCSE with mean grade C- (minus) or relevant Craft Certificate.

4.1.3 **Higher Diploma Courses** - Diploma in the relevant courses.

4.1.4 Candidates granted exemption - copy of the exemption letter and proof of minimum entry requirements.

4.1.5 Institutional candidates entered for the examination must have been bona-fide enrolled students studying in the institution.

4.1.6 Heads of institutions must ensure that only those candidates who meet the minimum entry requirements for each course are registered for the examination.

4.1.7 Candidates registering for Business TEP or Business Management subjects in a particular examination series should not register for other examinations in the same series, for example; Business Single & Group subjects, KCSE, or any other KNEC examinations.

4.2 Referrals.

Referred institutional candidates can register to re-sit Business TEP examinations at their former institution or they can present themselves for registration as private candidates at approved Provincial Directors on District Education offices. Repeaters for Business TEP registered at the centre should be issued with candidates numbers starting with 601 e.g. 304003 601 etc up to the last repeating candidate.

4.3 ICT Practical Papers

4.3.1 Any institution taking an ICT Practical paper must have adequate computers so that examinations are taken at one sitting. However, where its not possible only **two** examinations sessions will be allowed.

4.3.2 There must be a ratio of one (1) printer to 5 (five) candidates.

4.3.3 Computers must be spaced 1.2 metres (4ft) apart and there must be a minimum of ten (10) computers in a room.

5.0 TECHNICAL INDUSTRIAL VOCATIONAL ENTREPRENEUR TRAINING (TIVET) COURSES

5.1 **Technical Industrial Vocational Entrepreneur Training (TIVET) Courses-** Qualifications vary, check course syllabus for **correct** entry qualification.

5.2 **New TIVET courses** (Modular) will be forwarded to you as soon as the subject codes and names of papers are available.

5.3 If no new TIVET (Modular) courses have been forwarded to you continue offering the BTEP/TTEP courses.

5.4 As soon as any new Modular course is available, information will be duly communicated to you with dates of phasing out the old course.

6.0 REGISTRATION FOR BUSINESS MANAGEMENT COURSES

6.1 Candidates registering for Business Management Courses for the first time and candidates who have attempted the examination before and obtained an overall result of **FAIL** should register **either** for **three** subjects and pass at least two subjects **or** register **for all the six subjects** and pass in at least three subjects to be able to proceed. Re-sit candidates who have passed the required number of subjects and obtained overall results of REFFERED or CNC (Course Not Completed) should be issued by the institution with index numbers starting with 701 e.g. 401102 701 etc up to the last repeater.

6.2 A candidate who obtains overall results of REFERRED or CNC (Course Not Completed) is allowed 24 months to resit and pass all the papers in the particular course/part. A search fee of Kshs.300/= will be charged per subject each time of registration.

6.3 Candidates who have been granted exemption and are sitting for the first time must register **either** for three **or** all the six subjects including the subjects(s) exempted.

Exempted candidates must attach a copy of **the exemption letter** at the time of registration and documentary proof of minimum entry requirements.

6.4 Candidates who have sat for Business Management Examinations and have not yet received their results for the previous series **must not** register for the next series before the results are released. **No candidate will be registered soon after release of examinations unless it is within the approved registration dates.**

Heads of institutions must ensure that all entries are submitted during the specified period for receipt of normal entries.

6.5 Candidates must not register for examinations in more than one centre either as private or institutional candidates.

7.0 Entry Requirement for Business Management Courses

7.1 First attempt candidates - proof of minimum entry requirements at KCSE/KCE or other qualifications as specified for the course.

7.2 Advanced certificate - Certificate level result slip.

7.3 Diploma part I - Advanced Certificate result slip or proof of minimum entry requirements.

7.4 Diploma part II - Diploma part I result slip.

7.5 Re-sit candidates - result slips for previous sittings.

8.0 REGISTRATION FOR COMPUTER SYSTEMS AND APPLICATION PACKAGES

8.1 Examinable Subjects: The following subjects/packages are examinable:

Package Code and Name

8.1.1 1401 Introduction to Computers and Operating Systems

8.1.2. 1402 Word Processing

8.1.3 1403 Spreadsheets

8.1.4 1404 Desktop Publishing Packages

8.2 EXAMINATION PAPERS

Each of the packages is examined by two papers; a theory paper (paper 1) and a practical paper (paper 2).

For now, the Council will offer examinations in four (4) subjects namely:

- 8.2.1 1401 Introduction to Computers and Operating Systems
- 8.2.2 1402 Word Processing
- 8.2.3 1403 Spreadsheets
- 8.2.4 1404 Desktop Publishing Packages

8.3 Entry Requirement for Computer Packages Courses

8.3.1 The trainee entering this course should have the following minimum entry requirements:

- (a) K C P E Certificate or
- (b) An approved equivalent qualification.

8.3.2 Candidates sitting for the packages for the first time, **must sit for 1401 Introduction to Computers and Operating Systems** either as a single subject or with any of the other package(s), which is a compulsory package.

8.3.3 For any subsequent sitting in the other packages, candidates must show evidence of having sat for and passed 1401 - Introduction to Computers and Operating Systems.

8.4 FACILITIES AND RESOURCES IN INSTITUTIONS

Institutions intending to offer candidates for the Computer Systems and Application Packages should have the following facilities/resources:

8.4.1 Competent teachers to teach each of the Computer Systems and Application Packages. The minimum qualifications for teachers preparing candidates for these examinations should be a Diploma in Information Technology or a Diploma in Computer Science from recognized institutions.

8.4.2 A minimum of 10 candidates to be entered for examinations per series.

8.4.3 A minimum of 10 Computers in one room.

8.4.4 Sufficient room capacity for computers to be spaced 1.2 metres (4 ft) apart during examinations.

8.4.5 A ratio of **one printer to five candidates**.

8.4.6 Internet connectivity is mandatory for centres registering candidates for the Internet and E-mail Computer Package examinations.

9.0 EXAMINATION FEES

	COURSE	Basic Fee (Kshs)	Fees Per Paper (Kshs)	Project /Practical Fees (Kshs)	Remarking fee per paper	Late Registration per cand.	Search fee per paper	Results/Name Amendments	
9.1	TECHNICAL /BTEP/TIVET								
9.1.1	Artisan	380.00	400.00	320.00	1000.00	2000.00	300.00	1000.00	
9.1.2	Craft	960.00	780.00	360.00	1000.00	2000.00	300.00	1000.00	
9.1.3	Diploma	1260.00	1080.00	360.00	1000.00	2000.00	300.00	1000.00	
9.1.4	Higher Diploma	1260.00	1300.00	360.00	1000.00	2000.00	300.00	1000.00	
9.1.5	Higher Diploma (Old Syllabus-Technical)	1260.00	1400.00	360.00	1000.00	2000.00	300.00	1000.00	
9.2	Single & Group Certificate	960.00	Stage I	400.00	-	1000.00	2000.00	300.00	1000.00
Stage II			450.00						
Stage III			500.00						
9.3	Business Management								
9.3.1	Certificate	960.00	400.00	360.00	1000.00	2000.00	300.00	1000.00	
9.3.2	Advanced Certificate	960.00	780.00	360.00	1000.00	2000.00	300.00	1000.00	
9.3.3	Diploma	960.00	1080.00	360.00	1000.00	2000.00	300.00	1000.00	
9.4	Computer Packages	900.00	900.00	500.00	1000.00	2000.00	300.00	1000.00	
9.5	Exemptions/ Withdrawals/ Reinstatement	Candidates pay Full Paper Fees							

Should any changes be effected in these fees in the course of the year, the same will be communicated under separate cover.

- 10.0 Payment can be made into the Council Fees Collection Accounts in any of the banks listed below. Ensure the relevant deposit slip is used, fees related to Business Examinations should be remitted separately from that of Technical Examinations for accounting purposes.

10.1	BANK
10.1.1	Co-operative Bank
10.1.2	National Bank of Kenya
10.1.3	Kenya Commercial Bank
10.1.4	Equity Bank

10.2 You are hereby advised that no other mode of payment will be accepted by the Council. The copies of the deposit slips will then be submitted to the Council.

11.0 AMENDMENT FEES

11.1 With effect from 1st June 2010, any amendments arising from errors made by the institution/candidate will be charged a fee of Kshs. 1,000 per amendment.

11.2 All amendment requests must be channeled through the institution head or forwarded through the DEO/PDE for private non - institutional candidates. The Council will not honor requests made by candidates directly.

12.0 QUERIES AND REMARKING

12.1 All Remarking queries should be received within 30 days after the date of release of results. Heads of institution must check the documents immediately they are received and raise the queries within the stipulated time.

12.2 Queries received two (2) years after the examination has been done; results and certificates released will not be honoured even if amendment fee has been paid.

13.0 RESPONSIBILITIES OF HEADS OF INSTITUTIONS

13.1 Heads of institutions may register referred institutional candidates as private candidates under the Institutional Private Centre number allocated. A Private Centre Number is assigned to each centre. Please contact the Council relevant office if not sure of your institution's number.

13.2 **Private Candidates**

Private candidates fall into **three categories** as stated below:

- (a) Candidates whose results slips show **FAIL**;
- (b) Referred candidates or Referred institutional candidates
- (c) Candidates who register for examinations in course 2001.

13.3 Mode of Registration and Related Responsibilities

As stated above, the institution will register private candidates under the institutional private centre. In so doing, you will be required to provide seating facilities, equipment and assistance to such candidates. You will also have to undertake the following:

- (a) Issue a letter signed by the Principal of the institution, and addressed to the Council Secretary, committing yourself to providing such facilities as will have been sought by the candidate. The Council will, on the strength of this letter, register the candidate to sit examinations at your institution.
- (b) Ensuring that the registration details for the candidate are correctly reflected on the Entry listing for your institution/private centre. The first private candidate in your centre will have the number 001. In the event that the candidate is not available to verify the correctness of the entry, you will do so and sign on behalf of the same.
- (c) In the event that any of the candidates registers for TEP or TIVET projects, you will assess both the Trade and Entrepreneurship projects, and will **FORWARD TO THE COUNCIL, THE TRADE AND ENTREPRENEURSHIP ASSESSMENT MARK-SHEETS** for the two projects.
- (d) In all the other matters pertaining to the administration of the examinations, release of results, and certificates, you will treat these private candidates as institutional candidates, and will be responsible for all queries to, and communication with the Council in this regard.

You are requested to strictly follow the outlined procedures as any deviation from the same would either render the candidates ineligible for registration/taking the examinations or cause the processing of the results of the candidate be delayed, deferred or discontinued.

- 13.4 The institution will be responsible for the identification of each candidate. The candidate's **IDENTITY CARD**, and photograph will be used during the entire examination session.

The supervisors are under instructions **NOT TO ALLOW ANY CANDIDATE INTO THE EXAMINATION ROOM**, who does not exhibit the identity card.

- 13.5 **COPIES OF KCSE AND ALL PREVIOUS EXAMINATIONS RESULT SLIPS (WHERE APPLICABLE) MUST BE FORWARDED DURING REGISTRATION.**

- 13.6 Heads of Institutions must adhere to these registration regulations and advise candidates.

14.0 IMPORTANT GENERAL INFORMATION

- 14.1 Candidates are entered by the Heads of Departments in colleges/institutions and it is their responsibility, **NOT *THAT OF THE CANDIDATE***, to ensure that the names are in every way correct. The Heads of Departments must ensure that names are correctly spelt and that candidates are entered for the correct course and paper(s). Candidates should verify their names and course codes to ensure accuracy before submission to the KNEC. No changes or amendments of names or courses will be allowed after submission of entries.
- 14.2 The Council may under very special circumstances accept ***LATE ENTRIES*** under ***the conditions*** stated in Item 3 on page 1.
- 14.3 The Council **WILL NOT ACCEPT ANY OTHER ENTRIES SUBMITTED AFTER THESE DATES.**
- 14.4 All Subjects/papers must have a minimum of **10 candidates** to qualify for registration. Any centre wishing to register candidates for a paper with less than **10 candidates must pay the cost of registering 10 candidates.**

15.0 REGISTRATION REGULATION

- 15.1 All candidates with foreign certificates **must seek equation** of their certificates from KNEC **one year before registration** for the examination which will be done at a fee.
- 15.2 All candidates registering for KNEC examination must meet the minimum entry requirements of relevant examination and those without the minimum entry requirements should **NOT BE REGISTERED.**
- 15.3 Courses offered locally that are similar to those offered by KNEC are **NOT EQUITABLE** and certificates offered by those institutions **CANNOT BE USED TO REGISTER A CANDIDATE FOR A HIGHER DIPLOMA COURSE OFFERED BY KENYA NATIONAL EXAMINATIONS COUNCIL.**

16.0 RE-SITTING OF FAILED/REFERRED BUSINESS AND TECHNICAL EXAMINATIONS PAPER (S) /SUBJECT(S)

- 16.1 Please note that effective 1st April 2010, candidates are **allowed to re-sit a failed/referred examination paper(s)/subject(s) for a maximum two (2) times within a period of three (3) years after the first sitting.**
- 16.2 Any candidate who does not pass all the papers within **3 years** after the initial sitting will have to re-take the entire examinations.

16.0 ARRANGEMENT FOR SUPERVISION AND INVIGILATION

Heads of institutions should provide the Provincial Director of Education/District Education Officer (PDE/DEO) with details of the candidates registered for each examination series in terms of:-

- 16.1 Total number of candidates registered.
- 16.2 Number of examination rooms expected to be used during the examination.
- 16.3 Number of supervisors and invigilators required.

This information will facilitate the appointment of a supervisor and invigilators for the centre. Heads of institutions are expected to co-operate with the PDE/DEO in releasing teachers to be deployed in the supervision/invigilation exercise. The number of teachers released should be equal to or more than the number required by the institution.

PAUL M WASANGA
COUNCIL SECRETARY/CHIEF EXECUTIVE

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