



KENYA NATIONAL EXAMINATIONS COUNCIL

KNEC/EA/EM/KCSE/REG/PLC/07/2015/REV 3.0

(To be completed in Triplicate)
Original: KNEC
Duplicate: SCEO
Triplicate: School

APPLICATION FOR APPROVAL AS A KCSE EXAMINATION CENTRE

PART 1: To be completed by Heads of Schools.

1. County Name and Code _____
2. Name of Institution: _____
3. Address: _____
4. Telephone No: _____ Mobile No: _____
5. Email address _____
6. Examination Centre No. (SCEO's) Office: _____
7. Distribution Centre Code (SCEO's) Office: _____
8. Approved distribution Centre Name (SCEO's) Office: _____
9. Nearest distribution centre if the assigned distribution centre is not approved _____
10. Categorization:
 - (i) National _____
 - (ii) County _____
 - (iii) Sub County _____
 - (iv) Private _____
11. Type of School:
 - (i) **Public** _____
 - (ii) **Private Centre** _____
 - (iv) Day-Boys/Girls/Mixed _____
 - (v) Boarding- Boys/Girls/Mixed _____
 - (vi) Day and Boarding-Boys/Girls/Mixed _____
12. School Registration No. (MoEST) _____
 - a. Full _____
 - b. Provisional _____ Expiry date: _____
13. Name of School Head: _____
14. TSC No. _____
15. Name of Manager(for Private Schools); _____
16. Qualifications: _____
17. Current Enrolment in Form Three: _____ Year: _____
18. Re- registration of schools
 - 18.1 Current Registration Number _____ New Registration Number _____
 - 18.2 Reasons for Re-Registration _____
 - 18.3 Number of candidates _____
19. Indicate by ticking from the list below the optional subjects being offered in your school for K.C.S.E. and the maximum number of candidates in each subject.

S.NO	SUBJECT NO.	NAME	NO. OF CANDIDATES PER SUBJECT
1.	121	Maths (Option "A")	
2.	122	Maths (Option "B")	

S.NO	SUBJECT NO.	NAME	NO. OF CANDIDATES PER SUBJECT
3.	231	Biology	
4.	232	Physics	
5.	233	Chemistry	
6.	236	Biology for the Blind	
7.	237	General Science	
8.	311	History & Government	
9.	312	Geography	
10.	313	C.R.E	
11.	314	I.R.E	
12.	315	H.R.E	
13.	441	Home Science	
14.	442	Art & Design	
15.	443	Agriculture	
16.	444	Woodwork	
17.	445	Metal Work	
18.	446	Building Construction	
19.	447	Power Mechanic	
20.	448	Electricity	
21.	449	Drawing & Design	
22.	450	Aviation Technology	
23.	451	Computer Studies	
24.	501	French	
25.	502	German	
26.	503	Arabic	
27.	504	Kenyan Sign Language	
27.	511	Music	
28.	565	Business Studies	

20. We certify that the information given above is correct to the best of our knowledge and that the school has spacious room to accommodate **1.22 meters spacing**, sufficient desks, materials and laboratory equipments to conduct the examination.

Name of Head teacher: _____

Signature: _____ Date: _____

Name of Manager: _____

Signature: _____ Date: _____

PART II: To be completed by the Sub County Education Officer

I confirm that the school has been **inspected and is registered by the Ministry of Education Science & technology** (MoEST) and authority has been given to prepare candidates in the subjects shown above. The school has adequate facilities to prepare the candidates as per the Regulations and Syllabuses

NAME OF SCEO: _____ **DESIGNATION:** _____

TELEPHONE: _____ **MOBILE NO:** _____

EMAIL ADDRESS: _____

NAME OF SUB COUNTY: _____

SIGNATURE: _____ **DATE:** _____

OFFICIAL STAMP:

