



THE KENYA NATIONAL EXAMINATIONS COUNCIL

'On the Frontline in Quality Assessment and Examinations'



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

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January 2017

- TO:
- i) County Directors of Education (MoEST),
 - ii) County Directors of Education (TSC),
 - iii) Sub County Directors of Education,
 - iv) County Quality Assurance & Standards Officers (MoEST),
 - v) Education Officers carrying out examination duties,
 - vi) Heads of Business & Technical Institutions,
 - vii) Supervisors, Invigilators and Shorthand Readers,
 - viii) All Administration and Police Officers involved in administration of examinations.

INSTRUCTIONS TO SUPERVISORS, INVIGILATORS AND OFFICERS WHO WILL HANDLE YEAR 2017 JULY/NOVEMBER BUSINESS AND TECHNICAL EXAMINATIONS IN THE FIELD

1.0 These instructions are to guide in the field administration (supervision and invigilation) of the 2017 Business and Technical examinations. All Education Officers, Supervisors, Invigilators and Heads of Institutions offering Business and Technical examinations must know their roles and carry out the **instructions** in this circular as advised.

1.1 The Role of the County Directors of Education, Ministry of Education, Science & Technology (MoEST) during administration of Business and Technical Examinations

The County Director of Education Ministry of Education, Science and Technology (MoEST) is responsible to the Kenya National Examinations Council for the successful conduct of the examinations in the County. His/her duties include:

- 1.1.1 Ensuring that examination centres have the required facilities and a conducive environment for administration of the Post Schools examinations,
- 1.1.2 Overseeing and coordinating the transportation of question papers from distribution centres to examination centres and back;
- 1.1.3 Liaising with County Administration for provision of security officers to ensure the security of question papers and scripts at distribution and examination centres,
- 1.1.4 Overseeing the preparation of fuel estimates based on distance and prudent use of the same and ensure surrender of imprest as per the Government Policy;
- 1.1.5 Overseeing proper management of distribution centres and security of question papers and candidates answer scripts;
- 1.1.6 Overseeing issuing of question papers and other stationery to heads of institutions at the distribution centres;
- 1.1.7 Monitoring the conduct of Post Schools examinations in their respective Counties ensuring examinations are conducted according to the KNEC rules and regulations;

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1.1.8 Managing data of Education Officers and Security Officers involved in administration of Post Schools examinations;

1.1.9 Overseeing the safe return of all candidates' examination answer sheets, scripts and other related examination documents to KNEC offices.

1.2 The Role of the TSC County Directors during the administration of Business and Technical Examinations

The Teachers Service Commission (TSC) County Director is responsible to the Kenya National Examinations Council (KNEC) for the successful conduct of Post Schools examinations in the County as per the specified roles. His/her duties include:

1.2.1 Overseeing the receipt of all circulars on supervision/invigilation and dissemination of the same to the sub-counties in their Counties;

1.2.2 Ensuring security of question papers from the distribution centre to the examination centre and safe return of answer scripts to the distribution centre;

1.2.3 Verification of data base provided for deployment of Supervisors and Invigilators for use during the administration of Post schools examinations while ensuring that all Supervisors and Invigilators are registered with the TSC;

1.2.4 Overseeing deployment of Supervisors and Invigilators to various examinations centres using the database provided by KNEC before the start of the examination. This should be done in accordance with KNEC circular on deployment of Supervisors and Invigilators that clearly spells out the rules and regulations to be adhered to;

1.2.5 Ensuring discipline of Supervisors and Invigilators deployed in the administration of Post schools examinations;

1.2.6 Monitoring of Supervisors and Invigilators during conduct of the Post Schools examinations in their respective counties to ensure that the examinations are conducted according to the KNEC rules and regulations;

1.2.7 Verification of supervision and invigilation payment claims before submission to KNEC;

1.2.8 Overseeing submission of queries related to supervision and invigilation to KNEC.

1.3 The Role of Sub County Directors of Education (SCDE).

The Sub County Director of Education in liaison with the County Director of Education (MoEST) is responsible for the proper and successful conduct of the field administration of examinations in the Sub County , and his/her duties include:

1.3.1 Identifying and appointing the right officers and teachers to whom he/she will delegate examination duties

1.3.2 Briefing of supervisors and other personnel to whom duties are delegated on the conduct of Post schools examinations;

1.3.3 Receiving of examination materials and question papers from the Council or the County Directors of Education, ensuring the security of examination papers and examination stationery in the Sub County including arranging for police escort when moving examination papers to examination centres

1.3.4 Arranging for the secure return of scripts, relevant examination documents, blue bags, unused seals and hooks to the Council at the end of the examinations;

1.3.5 Making transport arrangements in the Sub County before and during the examination period;

- 1.3.6 Processing and authenticating supervisors', invigilators' and security personnel claims including operating AIEs and submitting them to the Council when returning scripts for the respective examination;
- 1.3.7 Liaising with the County Administration for obtaining services such as use of government vehicles, security, etc
- 1.3.8 Receiving evidence on examination irregularities from supervisors and ensuring safe submission of the same to KNEC.
- 1.3.9 Issuing of examination papers to heads of institutions and security of the same. Ensuring that only the blue bags for the specific day of the examination as indicated on the timetable are opened;
- 1.3.10 Maintaining a detailed and correct record of question papers issued; the scripts received and any **smuggled materials seized at the end of each day of examination;**
- 1.3.11 Ensuring that there are security officers to escort supervisors leaving a distribution centre with examination papers;
- 1.3.12 Liaising with the Deputy County Commissioner with regard to security of examination materials;
- 1.3.13 Ensuring correct filling of the question papers/scripts tracking form and at the end of every week, handing over the tracking form to KNEC at the end of the examination.
- 1.3.14 Ensuring that the blue bags **are not opened before the date of the examination.**

1.4 The Role of Police Officer Escorting Examination Papers

Police officers escorting the head of institution carrying examination papers from the distribution centre must:

- 1.4.1 Witness the taking over of the examination papers by the head of institution from the distribution centre;
- 1.4.2 Ensure the security of the examination papers while in transit. This involves guarding against loss, willful damage or tampering with the container(s) of examination papers;
- 1.4.3 Remain within the examination centre to witness the distribution of question papers by supervisors, and the conduct of the examination by the supervisors in accordance with the written instructions issued to the supervisor;
- 1.4.4 Witness the sealing of the return envelopes by the supervisor. This must be done immediately each examination is over and in the presence of the candidates. The candidates' scripts must be counted and put in the special return envelopes, sealed immediately and guarded;
- 1.4.5 Escort the head of institution with the candidates' scripts back to the distribution centre for security storage;
- 1.4.6 Guard the examination centre until the examination is over and scripts returned to the distribution centre.
- 1.4.7 Ensure that **except for the shorthand examinations** as specified in the supervisors instructions, teachers **are not allowed** within and around the examination rooms or to communicate with the candidates while the examination is in progress.
- 1.4.8 While at the examination centre, security officers are advised to avoid direct contact with the candidates.

1.5 The Role of the Supervisor

The Supervisor is the Returning Officer at the examination centre and is responsible to the Sub County Director of Education and by delegation to the Council, for the proper conduct of the examination in their respective examination centre. A Supervisor is required to carry out the following duties:

- 1.5.1 Conduct examinations strictly in conformity with Council regulations and instructions;
- 1.5.2 Brief invigilators at the examination centre before the examination starts;
- 1.5.3 Collect question papers from the head of institution on daily basis and being accountable for the security of these papers while the examinations are in progress;
- 1.5.4 Prevent the occurrence of any examination irregularities and in case of such an occurrence, handling them in the manner specified by the Council.

In this connection, the supervisor should note the responsibilities of the principals of colleges in section 1.7 of this document and ensure in particular that they:-

- 1.5.4.1 Inspect the examination rooms every day before the examination starts to ensure there are no stimulus material;
- 1.5.4.2 Supervise the frisking of the candidates as they enter the examination room for every examination session. Female invigilators or teachers should frisk female students while male invigilators or teachers should frisk male students;
- 1.5.4.3 Should ensure that the candidates are seated at least 1.22 m away from each other in all directions.
- 1.5.4.4 Should not allow any mobile phones in the examination centre as they are banned. **Any candidate caught with a mobile phone will have their results cancelled;**
- 1.5.5 Deliver the sealed question paper envelopes to the examination rooms and ensure the opening of the envelopes is witnessed by all the persons as required by the Council and also ensure **punctual start and end** of examinations on daily basis.
- 1.5.6 Distribute the question papers to the invigilator(s) so as to issue them to candidates at the time specified by the Council.
- 1.5.7 Ensure the spare question papers **can not** be accessed by anyone including the invigilator, supervisor etc., before the end of the examination. **All the spare question papers must be put back in the question paper envelope, STAPPLE the envelope opening together and place the packet at the front of the examination room while the examination is in progress;**
- 1.5.8 Collect, count and seal candidates' answer scripts and put them in official return envelopes. The sealing of scripts into the Return Envelopes must be witnessed as required by the Council;
- 1.5.9 Ensure secure and prompt return of candidates' scripts to the head teacher for onward transmission to the distribution centre(s) after each examination day.
- 1.5.10 Ensure to keep an accurate record of the daily allocation of work to the invigilators using the computer printout provided
- 1.5.11 Accurate completion of attendance sheets, Report and Certificate of Supervision, seating plans, and any other documents required and prompt submission to the Council through the SCDE.

- 1.5.12 Make a detailed report on cases of misprinted paper(s) and enclose the paper in an envelope and forward to the Council through the Examination Officer in the SCDE's office.
- 1.5.13 Receive evidence on examination irregularities from invigilators, compiling reports on examination irregularities and ensuring prompt submission of these reports and evidence to the SCDE.

1.6 The Role of the Invigilator

The Invigilator is responsible to the Sub County Director of Education and by delegation to the Council. He/she will work under the direction of the supervisor in accordance with the Council regulations and instructions in these instructions. The Invigilator will carry out the following duties:-

- 1.6.1 Brief candidates on the rules governing the conduct of examinations as issued by the Council and drawing their attention to the guidelines printed at the back of the timetable before the examination starts;
- 1.6.2 Ensure adherence to the timings (observing the duration) of the examinations as given on the question papers;
- 1.6.3 Identifying candidates against photographs mounted on attendance sheets as well as identity cards for private candidates and reporting any discrepancy to the supervisors;
- 1.6.4 Issuing to the candidates the correct question papers and other specified materials and handing over to the supervisor any question paper containing printing errors;
- 1.6.5 Collecting, counting and handing over scripts at the end of the examination for each paper to the supervisor for recording, packing and sealing;
- 1.6.6 Ensuring that candidates are under strict supervision throughout the examination so as to prevent examination irregularities. Reporting any cases of examination irregularities to the supervisor;
- 1.6.7 Ensuring candidates do not interact with any unauthorized person(s) during the examinations;
- 1.6.8 Recording absentees as per Council instructions and verifying candidates' index numbers against the computer printed attendance lists;
- 1.6.9 Signing declaration forms prepared by the Council;
- 1.6.10 Ensuring that teachers are not allowed access into examination rooms or to communicate with candidates while examinations are in progress;
- 1.6.11 Ensuring no candidate leaves the examination room until all scripts have been collected.

1.7 The Role of Heads of Institutions

Heads of institutions are required to perform the following roles related to the administration of the examination:

- 1.7.1 Being the overall in charge for the management of the examination in the center.
- 1.7.2 Collecting question papers from the distribution center and returning candidates scripts punctually on daily basis.

- 1.7.3 Identify teachers of integrity and ability and recommend them to the SCDEs for deployment as supervisors and invigilators before the examinations start.
- They will also ensure that:-
- 1.7.4 Clean examination rooms with no stimulus material are handed over to the supervisors on each day of the examination.
- 1.7.5 The examination rooms have adequate security;
- 1.7.6 Staff members of the institution do not interact with the candidates in any way while the examination is in progress;
- 1.7.7 The optimum examination conditions are met in the examination rooms such as candidates sit at least 1.22 metres apart;
- 1.7.8 Invigilators are assisted to frisk candidates as they enter for each examination session;
- 1.7.9 Identifying bona-fide candidates is done to avoid impersonation.
- 1.7.10 They are at their stations while the examination is in progress to be able to properly carry out the duties as spelt out in this manual.
- 1.7.11 Virtues such as honesty, hard work and moral rectitude are inculcated into their students as part and parcel of their character building in order to resist the tendency to cheat in the examinations.
- 1.7.12 There are adequate facilities for shorthand and typewriting examinations such as:
- 1.7.12.1 **TWO** stopwatches in working condition;
- 1.7.12.2 Adequate typewriters in working condition for all candidates;
- 1.7.13 They record daily in the institution's log book any occurrences related to examinations including attendance of supervisors and invigilators and details of the means of transport used.
- 1.7.14 They accurately complete the Principal's Confidential Report at the end of the examination and submit the same to the Council.
- 1.7.15 They maintain discipline in examination centres when the examinations are in progress and remain in their duty stations.
- 1.7.16 They download from the KNEC website all relevant documents for use before and during conduct of examinations. These are and not limited to:-
- 1.7.16.1 Timetables
- 1.7.16.2 Instructions for summarizing and submission of course work assessment and project marks
- 1.7.16.3 Report and certificate of supervision.

2.0 INSTRUCTIONS TO HEAD TEACHERS, SUPERVISORS AND INVIGILATORS

2.1 Use of Mobile Phones

No person is allowed to enter the examination room with a mobile phone. Supervisors, invigilators and any other person who may have reason to enter the examination room **must** leave their mobile phones in the supervisor's office.

NO CANDIDATE IS ALLOWED TO CARRY A MOBILE PHONE TO THE EXAMINATION CENTER.

2.2 The Examination Timetable

- 2.2.1 Supervisors and Invigilators must get copies of the examination timetable from the institutions where they are in charge.
- 2.2.2 The **1st morning session** begins at 8.00 a.m. while the **2nd session** begins at 11.30 a.m.
- 2.2.3 Where clashes occur in the timetable, the supervisor may arrange for 3 sessions per day. In such cases supervisors together with the head of institution must arrange for secure seclusion of the candidates between sessions. The supervisor should make a report about the **clash, the subjects, and the number of candidates** involved and state how he/she handled the situation. This report must be attached to the Report and Certificate of Supervision.
- 2.2.4 The timetable will not be changed without the express permission of the Kenya National Examinations Council.

3.0 EXAMINATION STATIONERY

- 3.1 Answers in all subjects are to be hand or type written in the question papers/ answer booklets provided by the Council. Candidates **MUST NOT** write their answers in any other material unless with authority from KNEC. Under very special circumstances when answers are written in other booklets, a comprehensive report on this must be written.
- 3.2 Stationery for each subject is packed in an envelope indicating the subject name and number.
- 3.3 Before the examination begins, supervisors must check to ensure that they have the correct stationery per subject as per the timetable. Any discrepancies are to be communicated to the Examinations Council immediately.
- 3.4 Answer booklets should only be given out for examinations for which they are required.
- 3.5 Supervisors must ensure that at the end of each paper, a record of all scripts received from the candidates is made on the **Script Control Forms** provided and which should be enclosed in the script envelope(s) after they have been duly completed and candidates have signed against their names. **Note that candidates must sign the script control form as they hand in their scripts.**

4.0 PREPARATION OF EXAMINATION ROOM(S)

- 4.1 Supervisors must visit their centres **at least two days before** the examination to ensure that there is adequate room for the candidates taking the examination.
- 4.2 Adequate space of 1.22 metres (four feet) should be allowed between candidates in all directions.
- 4.3 Supervisors must ensure that each candidate has a desk to themselves. No candidates should share the same desk or table.
- 4.4 All maps, diagrams and charts must be removed from the walls of the examination room.
- 4.5 A clock should be placed in a conspicuous position in the examination room.
- 4.6 The candidates' mounted photographs should be available in the examination room to be used to identify the candidates.
- 4.7 Answer booklets and pieces of strings (where applicable) must be provided for the candidates.

5.0 DISTRIBUTION CENTRES

- 5.1 The Sub County Director of Education (SCDE) will be available at the distribution centre from **6.30 a.m.** to **7.30 a.m.** every morning of the examination to give out question papers and at the end of an examination session for the day to receive candidates' scripts.
- 5.2 Each distribution centre serves a small number of examination centres. The Sub County Director of Education will inform the heads of institution of their distribution centres well in advance of the examination.
- 5.3 For each examination centre, question papers are carefully packed in sealed blue bag(s) and are labeled to show the name of the distribution centre and the date of the examination when the bags are to be opened.
- The SCDE manning distribution centers and heads of institution **MUST NOT** open any bag(s) before the scheduled date and time.
- 5.4 The SCDE is responsible for the safe keeping of the bags and packets of question papers. Any loss or misplacement must be reported to the Council immediately.
- 5.5 Each head of institution must, in person and **NOT** by delegation collect the question papers for the day each morning.
- 5.6 Each head of institution must allow sufficient time to collect question papers, and proceed to the examination centre in good time to start the examination.
- 5.7 The head of institution must carry his/her badge as a means of identification when collecting question papers and **must be escorted by a regular or administration police while moving with examination papers.** There should be no variation to this requirement.
- 5.8 The SCDE and the head of institution must verify and record the papers for a day as per the timetable. Only papers for the particular day should be removed from the distribution centre. A physical check inside the blue bag(s) must be carried out to ensure that no packets are forgotten inside before the bags are put away.

6.0 INSTRUCTIONS TO INVIGILATORS

- 6.1 Invigilators must ensure that the examination is conducted in conformity with the following regulations:
- 6.1.1 Candidates are frisked (searched) as they enter the examination room to ensure that unauthorized examination materials e.g. notes, text books, cardboards, mobiles phones etc. are not smuggled into the examination room;
- 6.1.2 Candidates write their answers in black or blue ink. Other colours may be used for diagrams and maps only;
- 6.1.3 **MUST RE-CHECK** each question paper envelope to ascertain that the question paper enclosed inside is the correct one as scheduled on the timetable. It is only then that the envelope can be opened in the presence of the candidates, **not more than** ten minutes before the time the paper is to be sat;
- 6.1.4 Under normal conditions, any candidate who is more than **half an hour late** should not write the paper. Invigilators in liaison with supervisors are asked to apply this rule with discretion, and in particular to lessen as much as possible, any hardship caused by e.g. transport delay or a misunderstanding. If, through late arrival a candidate either loses a substantial amount of time or is allowed to make up for this lost time at the end of the period allocated to the paper, the matter must be reported to the Chief Executive Officer, Kenya National Examinations Council;

- 6.1.5 Candidates should not be allowed to leave the examination room before the end of the period allocated to any paper;
- 6.1.6 Candidates must use the index numbers assigned to them on the computer printout of entries. A routine check that the correct numbers have been used should be made by comparing the names and numbers on the question papers/answer booklets for one widely taken paper with the names and the number on the computer printout of entries;
- 6.1.7 Candidates must not be allowed to smoke in the examination room;
- 6.1.8 **No unauthorized** persons should be allowed in the examination room and this also applies to members of staff. They may neither enter the room while the examination is in progress, nor be given question papers. **Only at the end of the day** when all candidates' work has been sealed in the return envelopes may the spare question papers be given out to the head of the institution;
- 6.1.9 The main purpose of invigilation is to prevent cheating. Invigilators **must walk up and down** the examination room, without disrupting candidates and be hawk-eyed to ensure that no candidates exchange notes, look at each other's work, talk or receive assistance from a third party.
- Invigilators will be held directly **responsible** for any examination **irregularities** that take place while the examination is in progress;
- 6.1.10 The supervisor and invigilators must not explain the question to the candidates. They should not also allow any person to read candidates' answers;
- 6.1.11 Invigilators are to report any irregularities at the centre to the supervisor who should make a report to the Council. In the case of cheating or collusion, the candidates' names and index numbers must be given and any incriminating material seized;
- 6.1.12 The report with confiscated material must be sealed and handed over to the officer collecting scripts for onward transmission to the Council. The scripts of the offending candidate(s) **should** be sealed with the rest while the envelope containing seized materials must be personally handed over to the Council officer receiving scripts and signed for;
- 6.1.13 At the end of each paper, the invigilator must physically count scripts received before the candidates leave the room to ensure that they tally with the number of candidates in his/her room. The invigilator must then hand over the scripts to the supervisor who will record them one by one in the **script control form** provided;
- 6.1.14 All reports of hardship cases (which are thought to have affected candidates' work during the examinations and which are related to the administration of the examination) must be made on the second last page of the "Report and Certificate of Supervision";
- 6.1.15 In the case where a question paper **is common to more than one course** e.g. 7011/104 Commerce, 7021/104 Commerce, 7031/104 Commerce, candidates' scripts for each course should be packed in separate return envelopes;
- 6.1.16 At the end of the examination, a plan of **each** examination room, showing the position of the invigilator's desk and of each candidate, with the distance between the candidates, must be sent with the completed Report and Certificate of Supervision to the Council.

7.0 ATTENDANCE REGISTERS, ABSENTEES AND IDENTIFICATION OF CANDIDATES

7.1 Attendance Registers

The supervisor will receive a computer printed Attendance Register, which is the official list of registered candidates.

7.1.1 Candidates not appearing on the attendance register must not be allowed to sit the examination unless there is written authority from the Chief Executive Officer, Kenya National Examinations Council.

7.1.2 Registered candidates **must not** be allowed to sit for papers not reflected against their registration record.

7.2 Reporting Absentees

7.2.1 All registered candidates who do not present themselves for **any** or **all** the papers must be reported **absent**.

7.2.2 When the half-hour grace period allowed is over after the beginning of each paper, enter the **absentee's number** on the Return Envelope after verifying from the attendance sheet.

7.2.3 The invigilator should make note of the absentee's index number and the paper missed. This record must be carefully preserved. At the end of each examination, the record of absence must be transferred to the computer printed attendance list. On this printout, the supervisor will record by letter 'A' above the paper/subject in which a candidate is absent. If the candidate has missed all the papers entered for write in **BLOCK LETTERS ('ABSENT')**. Details of absent candidates should be given by the supervisor in the Report and Certificate of Supervision. **This record must be accurate.**

There must be no discrepancy between the record of absenteeism in the nominal roll (attendance register) and in the Report and Certificate of Supervision.

7.3 Identification of Candidates

7.3.1 All candidates sitting for Business and Technical Examinations must have photographs to identify them.

7.3.2 Before the start of the examination of each subject, the Head of the institution and the Supervisor must ensure that each candidate is a bona fide student of the college.

7.3.3 For private candidates the Supervisor should get a photograph register from the Sub County Director of Education and use the photographs to identify candidates.

7.3.4 Each private candidate should also produce the statements of entry; a computer printed document showing the subject(s) for which he/she has been registered.

7.3.5 The Candidate's Number

The index number or the statement of entry must be the same as the one on the computer attendance register. Where the index number differs, the candidate should use the index number on the attendance register. No two candidates should use the same index number.

NOTE: Entry printouts are obtainable from the Sub County Director of Education.

7.3.6 If impersonation is detected, the candidate should be handed over to the police immediately.

8.0 SHORTHAND, TYPEWRITING, AUDIO TYPEWRITING AND ORAL EXAMINATION GUIDELINES

The examinations for Shorthand, Typewriting, Audio Typewriting and Oral Examinations require special alertness by supervisors and invigilators.

8.1 Shorthand Examinations

The supervisor must ensure that the required facilities exist at the centre:

- (a) At least two stopwatches in working condition;
- (b) adequate typewriters in working condition;
- (c) Enough room for desks to be placed 1.22 metres (four feet) apart. see paragraph 1.6.2.6.

The supervisor must ensure that shorthand examinations are conducted in accordance with the guidelines stated below:

8.1.1 Before the Examination:

8.1.1.1 Ensure that the number of candidates in a room is not more than 30 (thirty) to ensure that each one of them can hear the shorthand reader;

8.1.1.2 Ensure that each candidate has a typewriter. Ensure that during the dictation, there is at least **ONE** competent shorthand reader and **ONE** invigilator who is conversant with shorthand examination procedures for timing the speeds – preferably a shorthand teacher. **A COMPETENT SHORTHAND READER IS A TRAINED SHORTHAND TEACHER;**

8.1.1.3 Ensure that both the shorthand reader and the invigilator or supervisor timing have a stopwatch;

8.1.1.4 Ensure that candidates are issued with instructions on shorthand examinations.

8.1.2 During the Examination (DICTATION):

8.1.2.1 Ensure that the passages are not seen by the candidates;

8.1.2.2 Ensure that the passages are read at the correct speed for the given speed. Each passage should be read for **three minutes only**.

The supervisor or invigilator timing the examination should record on the Declaration for Shorthand Examinations on the Report and Certificate of Supervision the exact time taken to finish reading each of the passages. He/she should also record on a separate sheet all the mistakes and irregularities noted during the dictation e.g. inaudibility, poor pronunciation of words, banging of doors, variation of speeds, etc. The notes made should be enclosed with the candidates' scripts.

8.1.3 After the Dictation:

8.1.3.1 Ensure that the Shorthand Reader leaves the room immediately after he/she finishes reading the passages;

8.1.3.2 Ensure that the shorthand reader signs the Declaration of shorthand reading before leaving the room;

8.1.3.3 Ensure that once the reading is over the shorthand question papers are put back in the envelope, sealed and kept safely till the end of the examination session;

8.1.3.4 Ensure that the candidates are given the stated time:

- (a) To read through their notes – during this time, **NO** typing should be done;
- (b) to transcribe their shorthand notes;

8.1.3.5 ensure that candidates are under rigorous supervision to ensure that:

- (a) There is no exchange of shorthand notes;

- (b) There is no exchange of typed work;
- (c) Candidates do not pass written or oral messages to one another.

8.1.3.6 It is advisable that, where two or more rooms are to be used, the supervisor and the reader should move from one room to another administering the examination.

Special care must be taken to ensure that candidates who have taken the passages do not mix with those who have not. The supervisor should be present during the reading of the shorthand passages.

8.1.4 After the Examination: -

8.1.4.1 Ensure that the candidates' scripts are packed, sealed and locked up in a safe place after the examination till the time they are taken back to the distribution centre by the supervisor accompanied by police escort;

8.1.4.2 Ensure that the Shorthand Declaration is duly signed by the supervisor, shorthand reader and invigilator for each shorthand speed at the centre.

8.2 Shorthand Examinations for Private Candidates

Private candidates entering for the shorthand examination are expected to sit for the shorthand examinations at Approved Institutional examination centres.

No shorthand candidate will be registered through a private centre.

8.3 Typewriting Examination

The supervisor must ensure that the required facilities exist at the centre:

- (a) At least two stopwatches in working condition;
- (b) Adequate typewriters in working condition;
- (c) Enough room for desks to be placed 1.22 metres (four feet) apart. See paragraph 1.6.2.6.

The supervisor must ensure that Typewriting examinations are conducted in accordance with the guidelines stated below:

8.3.1 Before the Examination: -

8.3.1.1 Candidates should be issued with typewriting answer booklets for the typewriting speed, clearly labeled **1321 & 0801/201, 2321 & 1801/303, 3321, 2801/301 & 2810/301 and 3322-30.**

8.3.1.2 There should be sufficient typewriters to enable all candidates to sit for the examination in one session. In cases where there is more than one session, the supervisor should arrange with the head of the institution for secure seclusion of the candidates.

8.3.2 During the Examination: -

8.3.2.1 Where necessary, the Typewriting teacher could assist in:

- (a) Checking that candidates have machines;
- (b) Timing the warm-up exercise and speed test exercise.

The teacher should leave the examination room immediately after the Speed test.

8.3.2.2 The Supervisor/Invigilator should ensure that the candidates begin with a **three-minute warm-up exercise**, which should be **collected immediately** and initialed by

the Supervisor/Invigilator. The warm-up passage is meant to help identify any defects in machines.

8.3.2.3 The candidate with a defective machine should be compensated for the time lost.

8.3.2.4 The Supervisor should ensure that Exercise I (**Speed test**) is typed **once only** and accurately timed as follows:

- | | |
|----------------------------|----------------------------|
| (a) 0801/201) - 5 minutes | (d) 2810/301) - 10 minutes |
| 1321) | |
| (b) 1801/303) - 10 minutes | (e) 3322-30) - 10 minutes |
| 2321) | |
| (c) 2801/301) - 10 minutes | |
| 3321) | |

8.3.2.5 The exercise should be collected **immediately** and initialed by the Supervisor/Invigilator.

8.3.2.6 Invigilators must ensure that the page containing the speed test bears the candidate's index number so that it can be put into the correct booklet at the end of the examination.

8.3.2.7 There will be an interval of **ten** minutes immediately **after** Exercise 1, for:

- (a) Collection of Exercise 1 by Supervisor/Invigilator;
- (b) Candidates to read through the rest of the questions.
The Supervisor/Invigilator should ensure that NO typing is done during this interval.

8.3.2.8 The Supervisor/Invigilator should remind the candidates and indicate on the chalkboard the time allocated to the other exercises, as follows:

- | | |
|----------------------------------|----------------------------------|
| (a) 0801/201) - 1 hr 55 minutes | (c) 2801/301) - 2 hrs 50 minutes |
| 1321) | 3321) |
| (b) 1801/303) - 2 hrs 20 minutes | (d) 2810/301) - 2 hrs 50 minutes |
| 2321) | (e) 3322-30) |

8.3.3 After the Examination

8.3.3.1 The Supervisor/Invigilator should:

- (a) ensure that the Warm-up Exercise and Exercise 1 are inserted in the Answer Booklet at the end of the examination;
- (b) write a report on any problems that may have been encountered during the examination and enclose it in the Script Return Envelope.

8.4 Audio Typewriting Examinations

8.4.1 The supervisor must ensure that the required facilities exist at the centre:

8.4.2 At least two stopwatches in working condition;

8.4.3 Adequate typewriters in working condition;

8.4.4 Adequate Dictaphones;

8.4.5 Enough room for desks to be placed 1.22 metres (four feet) apart during the examination. See paragraph 1.6.2.6.

The supervisor must ensure that Audio Typewriting examinations are conducted in accordance with the guidelines stated below:

8.4.1 Before the Examination;

8.4.1.1 Candidates should be issued with Audio Typewriting answer booklets.

8.4.1.2 There should be sufficient typewriters, Dictaphones and cassettes to enable all candidates to sit for the examination in one session. In cases where there is more than one session, the supervisor should arrange with the head of the institution for secure seclusion of the candidates.

8.4.2 During the Examination: -

8.4.2.1 Where necessary, the Audio Typewriting teacher could assist in:

- (a) Checking that candidates have machines and cassettes;
- (b) Timing the warm-up exercise.

The teacher should leave the examination room immediately after the Warm-up Exercise.

8.4.2.2 The Supervisor/Invigilator should ensure that the candidates begin with a **FIVE minute Warm-up Exercise**, which should be collected immediately and initialed by the Supervisor/Invigilator. The warm-up passage is meant to help identify any defects in machines.

8.4.2.3 The candidate with a defective machine should be compensated for the time lost.

8.4.2.4 The Supervisor/Invigilators should remind the candidate(s) and indicate on the chalkboard the time allowed for the other exercises as follows:

Part I: 2011 - 1¼ hrs
3011 - 1½ hrs
Part II: 2011 - 1¼ hrs
3011 - 1½ hrs

8.4.2.5 There will be an interval of **five** minutes immediately after Part I for:

- (a) The Supervisor/Invigilator to collect the tapes from the candidates;
- (b) Candidates to switch off their Dictaphones.

The five minutes are not part of the examination time.

8.4.3 After the Examination: -

8.4.3.1 The Supervisor/Invigilators should:

- (a) Ensure that the warm-up exercise and all the other exercises are inserted in the Answer booklet at the end of the examination;
- (b) Write a report on any problems that may have been encountered during the examination and enclose it in the Script Return Envelope.

8.5 Oral Examinations

Candidates taking papers 1051 Business French I, 2051 Business French II, 2812/304 German and 2812/308 French are required to sit a **compulsory oral paper** administered by an External Examiner. The Head of Institution entering candidates for these language papers should liaise with the KNEC to ensure that an external examiner is appointed for the centre.

9.0 DELAYS IN STARTING THE EXAMINATION

Should there be delays in starting the examination due to e.g. late arrival/non arrival or shortage of question papers etc., the following guidelines must be adhered to:

9.1 The matter should be notified to the SCDE at once;

- 9.2 The SCDE should undertake to resolve the problem without delay and where necessary contact the Council;
- 9.3 Whilst waiting for the examination to start, candidates must not have contact with outsiders or candidates from other institutions or examination centres. Candidates must be confined to their examination room(s);
- 9.4 The SCDE and the supervisor should submit to the Council detailed reports on the incident.
- The procedure outlined in paragraph 9 must also apply where the wrong paper is inadvertently collected from the distribution centre by the supervisor.

10.0 RETURN OF MATERIALS

- 10.1 At the end of the period allocated to a paper, the candidates' answer booklets must be collected, counted, compared with the entries on the attendance list, placed in order of index numbers then put in an envelope which must be sealed immediately. Any discrepancy should be reported immediately. The requisite details must be filled in on the front and the sealed envelope kept under lock and key until at the end of the day when all answer scripts for the day have to be returned to the collection centre.
- 10.2 The candidates' scripts will be taken to the collecting officer at regular intervals immediately after the papers for the day have been done. Supervisors/ head of institution should keep record of scripts which they dispatch to the collecting centre.
- 10.3 At the collection centre, the head of institution must ensure that the officer receiving answer scripts signs for them on his Report and Certificate of Supervision. The supervisor will then retain the certificate which will continue to be used until the last examination paper for the centre is taken.
- 10.4 Submission of any reports, confiscated materials and scripts is to be shown clearly on the dispatch form in the Report and Certificate of Supervision.
- 10.5 Vehicles delivering scripts to Mitihani House should arrive on time to the KNEC offices and within normal working hours. All scripts must be handed over to the Council immediately the examination is over.

11.0 SUMMARY OF MATERIALS TO BE RETURNED TO THE COUNCIL

The following items should be returned to the Council immediately after the examinations are over:

- 11.1 Candidates' scripts, CD's, completed attendance sheets and sitting plans for candidates;
- 11.2 Completed Report and Certificate of Supervision;
- 11.3 Reports on irregularities together with any seized materials;
- 11.4 Supervisors and Invigilators reports
- 11.5 Supervisors and invigilators claim forms filled and duly certified by Institutional Heads and for Drivers and Security Officers by Sub County Director of Educations;
- 11.5 All blue bags, hooks and unused seals.



M. G Karogo (Ms)

Ag. CHIEF EXECUTIVE OFFICER- KNEC

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