



# THE KENYA NATIONAL EXAMINATIONS COUNCIL

*'On the Frontline in Quality Assessment and Examinations'*



KNEC is ISO 9001:2008 Certified

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

REF: KNEC/GEN/EA B&T/PM/TE/BE/2017/01

January, 2017

- TO:**
- I) Ministry of Education, Science & Technology (MoEST)
  - II) County Directors of Education – (MoEST)
  - III) County Directors of Education – (TSC)
  - IV) Sub County Directors of Education
  - V) Heads of Post Schools Training Institutions presenting candidates for year 2017 Business and Technical Examinations

## **1.0 INSTRUCTIONS FOR THE REGISTRATION OF CANDIDATES FOR YEAR 2017 BUSINESS AND TECHNICAL EXAMINATIONS**

1.1 Registration for all Kenya National Examinations Council examinations is done online. Consequently, registration for all candidates for the year 2017 Business and Technical exams will be done online. Institutional and private institutional candidates will be registered through their respective institutions while other private candidates will be registered by the respective Sub County Director of Education.

### **1.2 Registration and Examination Dates for 2017**

	<b>Activity</b>	<b>July Series</b>	<b>November Series</b>
1.2.1	Registration period of institutional candidates including Business Single and Group subjects	24 <sup>th</sup> Jan – 28 <sup>th</sup> February	12 <sup>th</sup> June – 25 <sup>th</sup> July
1.2.2	Last day for submission of Projects, CWA and Project Marks	19 <sup>th</sup> June	11 <sup>th</sup> October
1.2.3	Period of Registration for Single and Group subjects only (November 2017 series)		18 <sup>th</sup> – 22 <sup>nd</sup> October
1.2.4	Collection of planning materials for Food and Beverage Practicals	22 <sup>nd</sup> June	13 <sup>th</sup> October
1.2.5	Period for practical papers	5 <sup>th</sup> – 17 <sup>th</sup> July	31 <sup>st</sup> Oct – 15 <sup>th</sup> Nov
1.2.6	Period for written papers	19 <sup>th</sup> – 28 <sup>th</sup> July	15 <sup>th</sup> – 24 <sup>th</sup> Nov.

1.3 Institutions must upload the registration data **by 1<sup>st</sup> March 2017** for the **June/July** and **25<sup>th</sup> July 2017** for the **October/November** examination series respectively.

**NB There will be no late registration period.**

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- 1.4 Registration materials and fees remittance documents must be submitted to the Council by either the Head of Institution or his/her nominee.
- 1.5 The registration documents should be forwarded by the **Sub County Director of Education (SCDE)**
- 1.6 It is of great importance to note that online transmission of registration data to KNEC and payment of the requisite examination fees does not constitute registration of a candidate for an examination. All other conditions must also be fulfilled. e.g. meeting the minimum entry requirement for a course, etc. for one to be deemed registered for an examination.
- 1.7 Heads of institutions will be held responsible for ensuring that data forwarded to KNEC on registration of candidates is accurate and complete..
- 1.8 All institutions must ensure that candidate's photographs are uploaded. The photographs will be used to identify candidates during examination administration.

## **2.0 REGISTRATION FOR TECHNICAL EXAMINATIONS**

### **Entry Requirements for Technical Examinations**

The following are the entry requirements for Technical Examinations.

- 2.1 Institutional candidates entered for the examinations must be bona fide enrolled students and who were studying in the college/institution.
- 2.2 Candidates must have met the minimum examination entry requirements for the individual courses they intend to register for as follows:
  - 2.2.1 **Artisan Courses** - Kenya Certificate of Primary Education
  - 2.2.2 **National Vocational Certificate in Education and Training** Option I level 1 (**NVCET**) - Kenya Certificate of Primary Education
  - 2.2.3 **Certificate Courses**
    - a) Minimum KCSE mean grade D (Plain) or KCE Division III;
    - b) EACE Division four with a minimum of a pass in the cluster subjects.
    - c) KCE Division four with a minimum of a pass in the cluster subjects.
    - d) A pass in a relevant Artisan Course or
    - e) Any other equivalent qualifications and as determined by KNEC.
  - 2.2.4 **Diploma Courses\***
    - a) Minimum KCSE Mean Grade C- (minus) or

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\* For Course 2429, Diploma in Pharmaceutical Technology, refer to the Syllabus and Regulations in current use.  
Page 2 of 11

- b) EACE Division III with minimum of credit pass in cluster subjects
- c) KCE Division III with minimum of credit pass in cluster subjects
- d) A pass in a relevant Craft/Certificate course or
- e) Equivalent qualifications, except where stated otherwise in the respective/individual course syllabuses.

#### 2.2.5 Higher Diploma Courses

Pass in relevant Diploma level or equivalent qualifications as determined by KNEC.

### 3.0 REGULATIONS FOR REGISTRATION FOR BUSINESS SINGLE AND GROUP (BS&G) CERTIFICATE EXAMINATIONS

- 3.1 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. The same entry requirements apply for the TVET Single and Group Examination.
- 3.2 Candidates are not allowed to attempt a higher stage of a subject **if they have not passed a lower stage or stipulated pre-requisite.**
  - 3.2.1 Under no circumstance should candidates be booked **for two stages** of the same subject at any one sitting.
  - 3.2.2 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 clearly stated.**
- 3.3 Heads of institutions 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.
- 3.4 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 examinations from other Boards.
- 3.5 Candidates who are registering for a higher stage must attach photocopies of their certificates/result slips for the lower stages or stipulated pre-requisite papers passed. The photocopies must be verified against the original certificates/result slips and **stamped and signed** by the Head of institution/CDE/SCDE as true copies of the original.
- 3.6 The Council will not accept entries for a higher stage where proof of the lower stages passed has not been attached.
- 3.7 Audio Typewriting Examinations under BS & G

3.7.1 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. This should be done 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.

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

### 3.8 **Shorthand Examinations under BS&G**

Private candidates entering for Shorthand examinations must sit the examinations at Approved Examination Centres; **No Shorthand examinations will be administered in Private examination centres.**

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

### 4.1 **Entry Requirements for BTEP Courses**

Candidates must have met 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 in Human Resource Management (HRM)**

Candidates registering for Higher Diploma in HRM should follow guidelines as stipulated in the KNEC circular of 27<sup>th</sup> January 2014 and referenced **KNEC/GEN/R&QA/PSE/QA/REG/2014/006.**

#### 4.1.4 **Pre-requisite KNEC Diplomas for the registration for Higher Diploma in HRM are:**

- 4.1.4.1 Diploma in Human Resource Management (BTEP)
- 4.1.4.2 Diploma in Management (BMC)
- 4.1.4.3 Diploma in Business Management (TVET)
- 4.1.4.4 Diploma in Labour Studies and Management (BTEP)
- 4.1.4.5 Diploma in Business Administration (BTEP)
- 4.1.4.6 Diploma in Secretarial Studies (BTEP & TVET)
- 4.1.4.7 Diploma in Legal and Secretarial Studies (BTEP)
- 4.1.1.8 Diploma in Personnel Management (BTEP)

- Completed Single and Group examinations at stages I, II and III in Business studies **or**
- Certified Public Accountants (CPA (K) or Certified Public Secretaries (CPS(K).

#### 4.1.5 **Higher Diploma Courses** - Diploma in the relevant courses.

4.1.6 Candidates granted exemption must produce a copy of the exemption letter and proof of attaining the minimum entry requirements for the course they register for. Candidates must write to the Council seeking exemption and pay the equivalent of full papers fee into a KNEC Account.

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

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

4.1.9 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 any other institution approved to offer the courses. Repeaters for Business TEP examinations registered at various learning institutions should be issued with candidate index number starting with 600 e.g. 304003/600 for the first candidate etc up to the last repeating candidate.

#### 4.3 **ICT Practical Papers**

4.3.1 Any institution offering an ICT practical paper must have adequate computers so that examinations are taken at one sitting. However, where this is not possible only **two** examination 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 **Business Management Courses Examinations**

5.1 Starting July 2015, Business Management Courses were phased out and consequently only candidates who had sat the examinations before (repeaters) and obtained a refer or fail will be allowed to register.

Repeating candidates who have passed the required number of papers but obtained overall results of REFERRED or CRNM (Course Requirements Not Met) should be issued with index numbers starting with **700 e.g. 401102/700** for the first candidate etc up to the last repeater.

5.2 A candidate who obtains overall results of REFERRED or CRNM will be allowed to re-sit and pass all the papers in the particular course/part within five (5) years from the date of first sitting.

**NB** Heads of institutions must ensure that all entries are submitted to KNEC during the specified period.

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

5.4 **Entry Requirement for Business Management Courses**

Previous attempt in the same examination with overall result as refer or fail.

**6.0 TECHNICAL VOCATIONAL EDUCATION & TRAINING (TVET) COURSES**

6.1 **Technical, Vocational Education and Training (TVET) Courses-** Entry requirements vary, check course syllabus for **correct** entry requirements.

6.2 For TVET **courses** (Modular) for which **syllabi has been developed**, this will be communicated to institutions as soon as subject codes and names of papers are determined and approved.

6.3 If no TVET (Modular) courses have been developed, then institutions are advised to continue offering the BTEP/TEP courses.

**7.0 EXAMINATION FEES COLLECTION ACCOUNTS**

7.1 Payment of examination fees should be made into the Council **Fees Collection Accounts** in any of the banks listed below.

	<b>BANK</b>
7.1.1	Co-operative Bank
7.1.2	National Bank of Kenya
7.1.3	Kenya Commercial Bank
7.1.4	Equity Bank

7.2 Relevant deposit slips must be filled. Bank slips for Business examinations should not be used for Technical examinations and vice-versa. Note that no other mode of payment will be accepted by the Council. The Original copies of the deposit slips will then be submitted to the Council.



## 8.0

## EXAMINATION FEES FOR TECHNICAL AND BUSINESS EXAMINATIONS

The table below shows the examination registration fees structure:-

	EXAM	NEW RATES (KSH)		EXAM	NEW RATES (KSH)
8.1	<b>Single and Group Certificate</b>		8.3	<b>Technical /TEP/TVET</b>	
	<b>Stage I</b>		8.3.1	<b>Artisan</b>	
8.1.1	Basic Fees per candidate	1,200/=		Basic Fees per candidate	480/=
	Paper Fees	500/=		Paper Fees	500/=
	<b>Stage II</b>		8.3.2	<b>Craft</b>	
8.1.2	Basic Fees per candidate	1,200/=		Basic Fees per candidate	1,200/=
	Paper Fees	550/=		Paper Fees	1,000/=
	<b>Stage III</b>		8.3.3	<b>Diploma</b>	
	Basic Fees per candidate	1,200/=		Basic Fees per candidate	1,500/=
	Paper Fees	650/=		Paper Fees	1,350/=
8.2	<b>Business Management</b>		8.3.4	<b>Higher Diploma</b>	
8.2.1	<b>Certificate</b>			Basic Fees per candidate	1,600/=
	Basic Fees per candidate	1,200/=		Paper Fees	1,600/=
	Paper Fees	500/=	8.3.5	<b>Higher Diploma</b>	
	<b>Advanced Certificate</b>			<b>(Old Syllabus - Technical)</b>	
8.2.2	Basic Fees per candidate	1,200/=		Basic Fees per candidate	1,600/=
	Paper Fees	1,000/=		Paper Fees	1,700/=
8.2.3	<b>Diploma</b>		8.3.6	<b>Project/Practicals</b>	
	Basic Fees per candidate	1,200/=	8.3.6.1	<b>Artisan</b>	
	Paper Fees	1,350/=		Projects	400/=
				Practicals	400/=
			8.3.6.2	<b>Craft/Diploma/Higher Diploma</b>	
				Projects	450/=
				Practicals	450/=

### 8.4 OTHER PAYMENTS

8.4 .1 Search fees

- Ksh.450/= (per paper)

8.4 .2 Query penalty

- Ksh.5,000/= (Query raised more than one month after release of results)  
- Kshs.3.000/=

8.4 .3 Under protest

- Ksh.2,000/=(per candidate)

8.4 .4 Late submission of CWA and Project Marks

- Full examination fees for module exempted

8.4 .5 Exemptions (per exam)

## 9.0 RESPONSIBILITIES OF HEADS OF INSTITUTIONS ON THE EXAMINATION PROCESS

9.1 Heads of institutions may register referred institutional candidates as repeaters candidates under the Institutional Centre number allocated but given index numbers starting from index 600 ( i.e. **901101600 for a center whose code is 901101**)

### 9.2 Repeating Candidates

Private candidates fall into **two categories** as follows:

9.2.1 Candidates with an overall grade **FAIL** after sitting for an examination;

9.2.2 Referred candidates;

### 9.3 Mode of Registration and Related Responsibilities:

10.3.1 Institutions will register repeating candidates under the institutional centre code. In so doing, the centres will be required to provide seating facilities, equipment and approved assistance to the candidates. Heads of Institutions will also have to undertake the following:

- (a) Ensure that the registration details for the candidates are correctly reflected on the Entry listing for the institution. The first repeating candidate in a centre will have the index number 600. It is the responsibility of the Principal to ensure that each registered candidate signs against their name on the nominal roll ascertaining that the information signed against is correct.
- (b) In the event that any of the candidates registers for practicals, TEP or projects, the Head of Institution will facilitate both the Trade and Entrepreneurship projects, and upload the marks on the KNEC platform provided and **FORWARD TO THE COUNCIL, THE TRADE AND ENTREPRENEURSHIP ASSESSMENT MARKS-SHEETS** for the two projects.
- (c) In all the other matters pertaining to the administration of the examinations, release of results, and certificates, Heads of institutions will be responsible for all queries and communication with the Council in this regard.

9.3.2 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 candidates be delayed, deferred or cancelled.

9.3.3 The institution will be responsible for the identification of each candidate. The candidate's **National Identity Card** and photograph will be used for identification during the entire examination session.



The **Supervisors** are under instructions **NOT TO ALLOW ANY CANDIDATE** who do not provide identification documents **IN TO THE EXAMINATION ROOM**.

**9.3.4 COPIES OF KCSE AND ALL PREVIOUS EXAMINATIONS RESULT SLIPS (WHERE APPLICABLE) MUST BE FORWARDED TO KNEC AFTER REGISTRATION.**

These will assist in validation of registration details of a candidate.

**10.0 REQUEST FOR AMENDMENT OF EXAMINATION DETAILS**

All amendment requests must be channeled through the institution head.

**11.0 IMPORTANT GENERAL INFORMATION ABOUT KNEC EXAMINATIONS**

11.1 Candidates are entered for KNEC Examinations by the Heads of Departments in colleges/institutions and it is their responsibility, **NOT THAT OF THE CANDIDATE**, to ensure that the candidate's names are in every way correct and that they are entered for the correct course and paper(s). Candidates should verify their names and course codes to ensure accuracy before submission of registration documents to the KNEC. No changes or amendments of names or courses will be allowed after submission of entries.

11.2. The Council **WILL NOT ACCEPT ANY OTHER ENTRIES SUBMITTED AFTER THE DATES STIPULATED UNDER 1.3 ON PAGE 1.**

11.3 All subjects/papers must have a minimum of **10 candidates** per centre to qualify for registration. Any centre wishing to register less than ten (10) candidates for a paper **must pay the cost of registering 10 candidates.**

**12.0 REGISTRATION REGULATIONS**

12.1 All candidates with foreign certificates **must seek equation** of their certificates from KNEC at a fee. This will have to be done **one year before registration** for examinations.

12.2 Courses offered locally by various institutions and are equivalent to those offered by KNEC are **NOT EQUITABLE** and certificates offered by the institutions **CANNOT BE USED TO REGISTER A CANDIDATE FOR A HIGHER DIPLOMA COURSE OR ANY OTHER COURSE OFFERED BY THE KENYA NATIONAL EXAMINATIONS COUNCIL.**

**13.0 QUERIES ON EXAMINATIONS**

13.1 All queries should be received within **30 days** after the date of release of results/certificates. Heads of institutions must check results printouts immediately they are received and raise queries within this stipulated time.

13.2 Queries raised outside the stipulated time frames will attract a penalty fee of **Ksh.5,000/=.**

#### **14.0 RE-SITTING OF FAILED/REFERRED PAPERS/CANCELLED RESULTS**

- 14.1 As per the KNEC policy, candidates are **allowed to re-sit a failed/referred examination paper(s)/subject(s) for a maximum five (5) times within a period of five (5) years after the first sitting.**
- 14.2 Any candidate who does not pass all the papers within **5 years** after the initial sitting will have to **re-take the entire examination.**
- 14.3 Any candidate whose results read **either** CRNM (Course requirement not met), must register for the papers except for the project and practical if they had passed in them.
- 14.4 Candidates whose results are cancelled and overall grade is given as 'Y', are banned for **two** years from sitting the examination. They will only be eligible to sit after the two years are over.

#### **15.0 PHOTOGRAPH SPECIFICATIONS**

- 15.1 Must be in colour (at least 24 bits per pixel).
- 15.2 The size of the photo should be 45mm by 35mm in JPEG format (.jpg extension) or PNG format
- 15.3 The photograph should not be compressed.
- 15.4 Only digital photos will be accepted.
- 15.5 The image must contain the full face, neck, and shoulders of the applicant in frontal view with a neutral, non-smiling expression and with eyes open and unobstructed and directed at the camera.
- 15.6 All facial features must be visible and unobstructed.
- 15.7 The image must be taken within 6 months of the submission date.
- 15.8 The head size should be of height 29mm and 34mm.
- 15.9 Candidate must face the camera directly and head must be centred within the photograph frame.
- 15.10 The background of the photo must be of a plain, light colour with no shadows on the subject.
- 15.11 Alterations of the photographs are prohibited.
- 15.12 Eye wear is accepted but only if they are not tinted or causing glare on the photo.
- 15.13 Head coverings are only allowed if worn for religious reasons and if they do not obscure any facial features.

#### **16.0 ARRANGEMENT FOR SUPERVISION AND INVIGILATION**

Heads of institutions should provide the County Director of Education/District Education Officer (CDE/SCDE) 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(s) and invigilators for the centre. Heads of institutions are expected to co-operate with the CDE/SCDE 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.



**M. G Karogo (Ms)**  
**Ag. CHIEF EXECUTIVE OFFICER- KNEC**

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