



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



KNEC is ISO 9001:2008 Certified

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

January 2017

## REPORT AND CERTIFICATE OF SUPERVISION FOR BUSINESS AND TECHNICAL EXAMINATIONS

(Only one Report and Certificate of Supervision is to be Presented per Centre)

This Report and Certificate of Supervision **must be read**, completed and **signed** by all officers who participate in the supervision and invigilation exercise. This Report and Certificate of supervision **together with the attendance sheets, seating plan and allocation of work to invigilators' printout** should be returned to the KNEC in an envelope which should be labeled "**Technical /Business Examinations Report and Certificate of Supervision**" (whichever is applicable) immediately after the last paper at the center has been taken.

### 1.0 STATEMENT BY THE SUPERVISOR

- 1.1 Centre Name: \_\_\_\_\_
- 1.2 Centre Code: \_\_\_\_\_
- 1.3 Examination Series: July/November 2017
- 1.4 Type of Institution: Public  Private College  Private Centre
- 1.5 Name of the distribution centre from which you collected the question papers  
\_\_\_\_\_
- 1.6 Estimate in kilometres the distance from the Distribution Centre to the Examination centre  
\_\_\_\_\_
- 1.7 Estimate in kilometres the distance from the distribution centre to the office of District Education Officer \_\_\_\_\_
- 1.8 Name two other institutions situated between the distribution centre and the examination centre in the spaces provided below. **(Leave blank if there are no other institutions in between)**
- 1.8.1 \_\_\_\_\_
- 1.8.2 \_\_\_\_\_

**2.0 REPORT ON CASES OF CHEATING/DISHONESTY**

Fill in the table below giving details of any cheating / dishonesty case that may have been noted during the examination. If no cheating /dishonesty is noted, write **NIL** in the space provided. If more space is required, please use separate sheets of paper and attach to this certificate.

CANDIDATE'S INDEX NUMBER	CANDIDATE'S NAME	DATE OF INCIDENT	PAPER CODE AND NAME	NATURE OF DISHONESTY
2.1				
2.2				
2.3				
2.4				
2.5				
2.6				
2.7				
2.8				
2.9				
2.10				

**NE:** Any reported dishonesty case(s) must be accompanied by supporting evidence; that is a signed report from the supervisor, invigilator, head teacher, candidate and security officer if need be.

### 3.0 REPORT ON SHORTAGES NOTED

Please give details of examination papers in which there were shortages.

PAPER CODE & NAME		NUMBER PACKED BY KNEC	NUMBER OF CANDIDATES TAKING PAPER	SHORTAGE
3.1				
3.2				
3.3				
3.4				
3.5				

### 4.0 REPORT ON LATE STARTS NOTED

Please give details of examination papers that started later than the time scheduled on the timetable.

PAPER CODE & NAME		TIME STARTED	TIME SCHEDULED TO START	MINUTES / HOURS OF LATENESS	REASON FOR LATENESS
4.1					
4.2					
4.3					
4.4					
4.5					

**5.0 REPORT ON CANDIDATES WHO SAT FOR EXAMINATIONS IN OTHER VENUES***(For example: Hospitals, Police Remand, Prisons e.t.c.)*

CANDIDATE'S INDEX NO.	CANDIDATE'S NAME	VENUE	PAPER AFFECTED (CODE & NAME)	NAME OF THE INVIGILATOR(S)	PHONE NO. OF INVIGILATORS
5.1					
5.2					
5.3					
5.4					
5.5					
5.6					

**6.0 REPORT ON HARDSHIP CASES**

While examination supervisors may conduct examinations successfully, certain situations may arise which affect performance of candidates at an examination centre. It is important that such incidents/situations are brought to the attention of the Council as soon as the examination has been taken. Below are some of the hardship situations that invariably affect candidates' performance:

- 6.1 Printing error(s) or omission(s) in the question papers should be reported but **no instructions** should be given to candidates.
- 6.2 Shortage of required stationery.
- 6.3 Unavailability of prescribed typewriters or other materials leading to improvisation.
- 6.4 Unsuitable working facilities at an examination centre.
- 6.5 Lateness of 30 minutes or over after the examination has begun.
- 6.6 Death of a relative of a candidate during the examination period.
- 6.7 Accidents resulting to physical impairment during the examination period.
- 6.8 Psychosomatic expressions: candidates developing mental or other psychological disorders due to fright or ill preparedness.

- 6.9 Absence from part of a paper due to sickness or domestic/transport problems.
- 6.10 The supervisor at the Examination Centre should complete the schedule below for genuine hardship cases.

CANDIDATE'S INDEX NUMBER AND NAME	PAPER CODE & NAME	DESCRIPTION OF NATURE OF HARDSHIP	ACTION TAKEN BY SUPERVISOR
6.10.1			
6.10.2			
6.10.3			
6.10.4			
6.10.5			

## 7.0 REPORT ON CASES OF ABSENT CANDIDATES

Enter the details of candidates who were absent for some or all papers in the table below. If a candidate is absent for the entire examination, indicate **ABSENT IN ALL**. If a candidate is **ABSENT** for a particular subject(s)/paper(s), write the details of the subject(s)/paper(s) for which the candidate is absent.

CANDIDATE'S INDEX NUMBER	CANDIDATE'S NAME	PAPER CODE & NAME
7.1		
7.2		
7.3		
7.4		
7.5		
7.6		
7.7		
7.8		
7.9		
7.10		

## 8.0 RECORD OF RECEIPT OF ANSWER SCRIPTS AT DISTRIBUTION CENTRE

**NB:** Any additional report on receipt of answer scripts may be written on a separate paper and attached to this report.

	DATE	PAPER CODE AND NUMBER	NAME OF OFFICER RECEIVING	SIGNATURE OF RECEIVING OFFICER
8.1				
8.2				
8.3				
8.4				
8.5				
8.6				
8.7				
8.8				
8.9				
8.10				
8.11				
8.12				
8.13				
8.14				
8.15				
8.16				
8.17				
8.18				
8.19				
8.20				
8.21				
8.22				
8.23				

**NOTE:** If the answer scripts were not **returned** to the distribution centre on the day of the examination, the Supervisor should attach a report detailing why they were not, where they were **stored** and when they were **returned** to the distribution centre.

**9.0 REPORT ON SEATING PLAN**

The supervisor should attach to this certificate a seating plan sketched report for the candidates. Each seating plan must show the centre code and name. The plan need not be drawn to scale. It must indicate by index number the position of every candidate and also show the direction in which the candidates were facing. It must also show the distance between the rows of candidates and between the candidates in each row together with an indication of the location of the invigilator(s) desk within the examination room.

**10.0 DECLARATION BY THE PRINCIPAL/ADMINISTRATOR**

I, the undersigned, declare that:-

**10.1 BIODATA**

10.1.1 PRINCIPAL/ADMINISTRATOR'S NAME: \_\_\_\_\_

10.1.2 ID/PASSPORT NO: \_\_\_\_\_ TSC/PERSONAL NO: \_\_\_\_\_

10.1.3 CELL PHONE NO: \_\_\_\_\_

10.1.4 SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

10.1.5 INSTITUTION STAMP:

--

10.2 I am the Principal/Administrator of the above mentioned examination centre;

10.3 The envelope(s) containing the question papers were intact before being opened;

10.4 All the information contained in this report is true and all rules and regulations for the conduct of examination were adhered to as stipulated by the KNEC Policy on field administration of examinations.

**11.0 DECLARATION FOR SHORTHAND EXAMINATIONS**

EXAM SERIES \_\_\_\_\_ YEAR \_\_\_\_\_ CENTRE NO. \_\_\_\_\_  
 NAME \_\_\_\_\_

I declare that all shorthand examinations at the centre were conducted in conformity with the Kenya National Examinations Council Shorthand Examinations guidelines. The passages were not seen by the candidates before, during or after the dictation. Each passage was read at the required speed for three minutes (state the exact time taken to read each passage). The passages were then sealed back in the envelope in the presence of the shorthand reader **immediately** after the dictation, and kept safely till end of the shorthand examination.

STAGE	SUBJECT	SHORTHAND READER				SUP/INV. TIMING THE EXAMINATION				SUPERVISOR'S SIGNATURE				
		NAME	TSC/PF NO	QUALIFICATIONS	EXPERIENCE (YRS)	SIGN.	DATE	NAME	TSC/PF NO		QUALIFICATIONS	SIGN.	TIME TAKEN MIN/SEC	
11.1	I	1271 60 WPM										P1		
												P2		
11.2	II	1272 70 WPM										P1		
												P2		
11.3	III	3271 100 WPM										P1		
												P2		
		3272 110 WPM											P1	
													P2	
		3273 120 WPM												P1
														P2
3274 130 WPM												P1		
												P2		

**NOTE:** The shorthand reader and supervisor/invigilator timing each shorthand speed should provide their personal details and sign against the relevant shorthand speed(s). The supervisor should certify against all the shorthand examinations held at the centre. In the column for time taken, the supervisor/invigilator timing the speed should state the exact time taken to finish reading each passage: P1 – Passage 1, P2 – Passage



**12.0 DECLARATION BY SUPERVISOR(S) AND INVIGILATOR(S)**

The supervisor(s) and invigilator(s) should read and understand the following declaration then append their signatures as an indication of acceptance.

12.1 We declare that we have conducted the examination in accordance with the Council's instructions to supervisors and invigilators.

12.2 We have recorded all the index numbers and names of absentees in the various papers in the appropriate space in this report;

12.3 Candidates' index numbers and names were checked and ascertained that they are the same as those in the attendance registers issued by the Council;

12.4 The blue bags were securely sealed and the parcels of question paper(s) were undamaged. If not, give details;

---

---

---

12.5 Between the time of receipt and the time when the papers were opened and distributed to the candidates, the question paper packets were kept in: - (state where you kept the question papers)

---

---

---

12.6 Except as provided in the Instructions for Supervisors and Invigilators, no envelope or question paper was opened before the hour at which the paper was meant to be sat;

12.7 Candidates were **not permitted** to bring papers/written notes into the examination room or take out answer scripts.

12.8 Candidates were **NOT allowed** to get into the examination centre and rooms with **mobile phones** or any other unauthorized electronic devices.

12.9 The candidates' scripts were counted and sealed in the presence of the candidates, invigilators and security officers.

**13.0 DECLARATION BY INVIGILATORS**

We, the undersigned, declare that all rules and regulations for conducting the examination were adhered to as stated above.

INVIGILATOR'S NAME	TSC/ P NO.	QUALIFI- CATIONS	ID/PASSPOR T NUMBER	ADDRESS/CELL PHONE NO.	SIGNATURE
13.1					
13.2					
13.3					
13.4					
13.5					
13.6					
13.7					

**14.0 DECLARATION BY THE SUPERVISOR**

I, the undersigned do declare that all the rules and regulations governing this examination were adhered to under my guidance.

SUPERVISOR'S NAME: \_\_\_\_\_

TSC/PF NO: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CURRENT OCCUPATION: \_\_\_\_\_

QUALIFICATIONS (e.g. Graduate, Arts, Diploma, SI): \_\_\_\_\_

JOB GROUP (for those in public service): \_\_\_\_\_

CELL PHONE NO: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



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