



KNEC/CONF/EA B&T/PM/TE/BE/CWA/PR/2017

January 2017

To: *All Heads of Institutions Preparing Candidates for Post Schools Examinations in Technical and Business Courses*

INSTRUCTIONS FOR SUMMARIZING AND SUBMISSION OF COURSE WORK ASSESSMENT AND PROJECTS MARKS

1.0 COURSE WORK ASSESSMENT (CWA) AND PROJECTS MARKS FOR TECHNICAL AND BUSINESS EXAMINATIONS

As per the regulations and syllabuses governing Technical Artisan, Craft, Diploma, Higher Diploma and TVET courses, the Heads of Institutions are required to submit to the Council Course Work Assessment (CWA) and Projects marks for each of the examination courses as follows:

1.1 ARTISAN AND HIGHER DIPLOMA COURSES

- 1.1.1 Average percentage marks (%) for the two year period of the course.
- 1.1.2 Candidates' attendance record percentage (%).

1.2 CRAFT AND DIPLOMA COURSES

- 1.2.1 Average percentage marks (%) for the number of terms. The average should be obtained by dividing the total marks by the number of terms.
- 1.2.2 Candidates' attendance record percentage ((%))
- 1.2.3 TVET Diploma paper 108 Entrepreneurship Project – Business Plan marks or Craft course paper 107, Entrepreneurship Project – Business Plan marks will be submitted with other projects marks on-line.
- 1.2.4 Course specialization project mark for Module 3 Diploma courses paper 307/308 and Craft paper 207 will also be submitted.

1.3 **Important note;**

1.3.1 Since the implementation of on-line Registration and E-Data capture of marks, the institutions are required to **only** submit the final **average percentage** (%) Course Work Assessment marks and the Attendance Record percentage (%) for each candidate.

1.3.2 The Course Work Assessment marks summary forms for the **first year** for a **two year Course** and **first** and **second year** marks for a **three year course** are not required any more.

1.4 **PROJECTS FOR CRAFT, DIPLOMA AND HIGHER DIPLOMA**

1.4.1 For each candidate, a set of marks must be submitted:

- (a) Project one -Course Specialization – (TRADE) (%)
- (b) Project two- Business Plan- (ENTREPRENEURSHIP) (%)

1.4.2 For Courses that require only one project e.g. Artisan, NV CET and Higher Diploma etc, the single mark must be submitted for individual candidates.

1.5 **SUBMISSION OF COURSE WORK ASSESSMENT AND PROJECT MARKS FOR JULY AND NOVEMBER 2017 TECHNICAL/BUSINESS EXAMINATIONS**

1.5.1 All Technical and Business Institutions submitting candidates for the July and November 2017 examinations series will be required to submit Course Work Assessment (CWA) and Projects marks to the Post Schools Examinations Offices at **New Mitihani House, South C on or before 19th June 2017** for July examinations series while for November examination series it will be required on or before **11th October 2017**.

1.5.2 The marks will be submitted on-line on KNEC website **www.knec.ac.ke**

1.6 **LATE SUBMISSION OF COURSE WORK ASSESSMENT AND PROJECTS MARKS**

1.6.1 Late submission of CWA/Projects marks is discouraged because it affects KNEC programs and the logistics involved in the processing of such marks.

1.6.2 Only under very special circumstances will CWA/Projects marks submitted late and after the set deadlines of **19th June 2017** and **11th October 2017** will be accepted upon

payment of **Ksh.2000/= per candidate** and this will only be before the start of written papers.

1.6.3 While submitting Course Work and Project marks the candidates' index numbers must tally with the one on the **registration printout**.

1.6.4 Heads of institutions are requested to take every precaution to ensure that candidates CWA/Projects marks are submitted to the Council within the **stipulated time**.

1.7 **DELIVERY OF CWA/PROJECTS MARKS**

1.7.1 A candidate whose CWA/Projects marks for **all papers** are not submitted to KNEC will be awarded **ABSENT** as final results even if such a candidate sat for all the papers during the examination.

1.7.2 A candidate who misses CWA/Projects marks in **some papers** shall receive **CRNM final** results even if the candidate sat for all the examination papers.

1.8 **Important notes:**

1.8.1 It's important for Heads of institutions to bring this information on results award criteria to the attention of Heads of Department, subject Teachers and candidates so that all are aware of the consequences of missing CWA/Projects marks.

1.8.2 Heads of institutions **must not** combine nor scale down the Trade and Entrepreneurship marks. The marks for each project must be submitted in **percentage (%)** separately for each candidate.

1.9 **COMPILATION OF THE COURSE WORK ASSESSMENT AND PROJECTS MARKS**

1.9.1 The Heads of institutions must ensure that all registered candidates in their institutions are captured during the compilation of CWA/Projects marks whether the candidates have CWA/Projects marks or not.

1.9.2 The summary must follow the format as found in the software provided by the Council for all the Technical/Business institutions.

1.9.3 After the CWA/Projects marks have been input, the Head of the institution, with the assistance of the Examinations

officer, heads of departments and individual subject teachers **must adjudicate** the data to ensure the **correctness** of the **marks** and that **all the registered candidates** in their individual **Courses and papers** are captured.

1.9.4 Candidates who do not have marks should not be marked with **zeros (00), dashes (-) or left blank**. If such candidates who are registered do not have Course Work Assessment and Projects marks for whatever reason in **all papers** or **some papers**, the abbreviation **AB** for **ABSENT** shall be marked in the space for the relevant paper space. **(Attached, find a sample CWA/Projects marks data capture form).**

1.9.5 The Head of institution shall write a report on all candidates who have been omitted in the software program or those who do not have CWA/Projects marks for whatever reason. The report should be delivered to the Technical/Business Examination offices-New **Mitihani House South C.**



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