



THE KENYA NATIONAL EXAMINATIONS COUNCIL

‘On the Frontline in Quality Assessment and Examination’

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

REF: KNEC/GEN/EA/FA/MC/APP/001

READ CAREFULLY AND UNDERSTAND THE REQUIREMENTS ON THE CRITERIA FOR ELIGIBILITY FOR MARKING CENTRES BEFORE FILLING IN THIS FORM. ONLY CENTRES THAT MEET THE CRITERIA WILL BE CONSIDERED FOR INSPECTION AND APPROVAL.

APPLICATION FOR SELECTION AND APPROVAL OF MARKING CENTRE

1.0 INSTITUTION PARTICULARS

1.1 NAME: _____

1.2 ADDRESS: _____

1.3 TELEPHONE: _____

1.4 OFFICIAL E-MAIL: _____

1.5 COUNTY CODE: _____ NAME: _____

1.6 TYPE OF INSTITUTION (school, College etc) _____

1.7 PRIVATE: _____ PUBLIC: _____

1.8 INSTITUTION CATEGORY: (National, Sub-county County etc) _____

1.9 What are the official term dates? _____

2.0 ACCESSIBILITY

2.1 How far is the centre from Nairobi? _____ (KM)

2.2 Is it accessible via tarmac? Yes No

2.3 Is the centre easily accessible by public transport? Yes No

2.4 What is the name of the nearest town or market centre to the institution?

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- 2.5 What kind of transport is available from the town/market centre to the institution? _____.
- 2.6 Does the centre have reliable internet facilities? Yes No
- 2.7 Is the centre located in an area covered by mobile phone and any other modern communication facilities? Yes No
- 2.8 General observations on centre's accessibility _____

3.0 SECURITY

- 3.1 Does the institution experience any interruptions from any source of noise such bus station, shopping centre or any other? Yes No
- 3.2 Is the centre prepared to provide armed security to examiners and examination materials? Yes No
- 3.3 Has the centre location experienced any banditry, terror or thuggery attacks in the recent past? Yes No
- 3.4 What type of fence does the institution have? _____
- 3.5 Is there 24 hour security surveillance in the compound? Yes No
- 3.6 Does the institution have security guards comprising of both genders?
 Yes No
- 3.6 Are all the gates into the institution lockable and properly manned?
 Yes No
- 3.7 How far is the nearest Police Station, Post or any other security agency from the Centre?
 Name: _____ Distance (KM) _____
- 3.8 Are the rooms likely to be used for storage of scripts and other confidential examination material during marking lockable and burglar proof?
 Yes No

3.9 What security arrangements are available in the dormitories while examiners are in the marking rooms? _____

3.10 Is there provision for wash lines for airing clothes after washing? Yes No

3.11 If yes, how secure is the place? _____

3.12 Is the centre committed **NOT** to host any other activity while marking is in progress? Yes No

3.13 Is the centre committed not to portray conflict of interest with examination paper(s) Marked at the centre? Yes No

3.14 a) Is the centre in a position to handle examiners' payments? Yes
No

b) What security measures will it put in place to guarantee security of the money such as?

1) armed security escort

2) availability of safes

3.15 Can the centre handle emergencies such fire outbreaks, outbreak of sickness, electricity or water shortages etc? Yes No

3.16 Overall observations on the institution's security: _____

4.0 ACCOMMODATION FACILITIES

4.1 How many dormitories are there in the institution? _____

4.2 How many adults can conveniently be accommodated on **lower beds** in each dormitory? _____

4.3 a) Do the dormitories have cubicles? Yes No

b) How many adults can be accommodates per a **cubicle** on **lower single beds**?

4.4 Are the dormitory floors well cemented or tiled? _____

4.5 Do the dormitories have ceilings? Yes No

4.6 Do the windows have clean curtains that provide appropriate privacy?
Yes No

4.7 Are the following basic items provided by the institution? (Tick if provided).

(a) Blankets (4x6 ft)	<input type="checkbox"/>	(e) Toilet tissue	<input type="checkbox"/>
(b) Bed Sheets (4x6 ft)	<input type="checkbox"/>	(f) Ironing facilities	<input type="checkbox"/>
(c) Pillows	<input type="checkbox"/>	(g) Lighting	<input type="checkbox"/>
(d) Pillow Cases	<input type="checkbox"/>	(h) Hanging lines	<input type="checkbox"/>

4.8 a) Does the institution have adequate mosquito nets to cater for six hundred
(600) examiners comfortably? Yes No

b) Indicate the number available: _____

4.9 Indicate the type of toilet system available in the institution

Water toilet (WC) Pit latrine

4.10 (a) Are they within or outside the dormitories? _____

(b) How far are they from the dormitories? _____

4.11 Indicate the number of

(a) Toilets _____

(b) Bathrooms _____
in each dormitory.

4.12 Indicate the type of washing/bathing facilities available in the institution.

Baths Showers Laundry

(a) Are they in working condition? Yes No

(b) Do the baths and showers provide some privacy? Yes No

4.13 Are the bathrooms and toilets available in all dormitories adequate for six (600)
examiners without delays? Yes No

4.14 Does the institution have a hot water system? Yes No

4.15 (a) Is the institution's general water supply reliable? Yes No

(b) Is the drainage system in good working condition? Yes No

- 4.16 Are all dormitories well cleaned, lit and ventilated? Yes No
- 4.17 Is the institution committed to undertake the following requirements before the start of the marking exercise?
- a) Fumigation Yes No
- b) Trimming of grass and other vegetation Yes No
- a) Re-painting of walls or refurbishments where necessary Yes No
- 4.18 General observation on the institution's accommodation facilities _____
- _____
- _____
- _____

5.0 DINING FACILITIES

- 5.1 How many dining halls does the institution have? _____
- 5.2 Do people eat in one sitting or in shifts?
- a) One sitting Yes No
- b) More than one sitting Yes No
- c) If yes in (b), how many sittings? _____
- d) If in one sitting, what is the maximum capacity of the dining hall at one sitting? _____.
- 5.3 Is the serving of meals through cafeteria or through self-service system?
- Cafeteria Self service
- 5.4 Does the institution have adequate tables and chairs in good condition to accommodate six hundred (600) examiners? Yes No
- 5.5 Is the dining floored well cemented or tiled? _____
- 5.6 Are the tables covered with Formica or clothing? _____
- 5.7 Does the institution have adequate cooking points enough for six hundred (600) examiners? Yes No

5.9 Does the institution have the facilities to prepare food by the following methods?

- 4.5.1 Steaming yes No
4.5.2 Frying yes No
4.5.3 Baking yes No
4.5.4 Boiling yes No
4.5.5 Any other (state method)

5.10 Indicate below the type of crockery/cutlery used in the institution:

Item	Type (Glass, ceramic, melamine or any other)	Number available	Number serviceable
Forks			
Knives			
Spoons			
Cups			
Plates			
Jugs			
other			

5.11 Is the institution prepared to serve the following meals to examiners?

- a) Full Breakfast; Yes No
b) 10 O'clock tea; Yes No
c) Lunch; Yes No
d) 4 o'clock tea; yes No
e) Dinner; Yes No

5.11 How many dining/kitchen staff does the institution have? _____

- a) Are they in uniform? Yes No
b) Have they been medically examined as per the Public Health Requirements?
Yes No
c) Do they have medical certificates that are regularly updated?
Yes No

5.12 General comments on kitchen / dining facilities: _____

6.0 WORKING ACCOMMODATION

Examiners work in teams of **5 - 8 adults**. Indicate in the spaces provided the number of teams that can be accommodated in a room/hall.

- 6.1 Total number of classrooms _____
- 6.2 Total number of teams that can be accommodated in a room _____
- 6.3 Total number of halls _____
- 6.4 Total number of teams that can be accommodated in hall _____
- 6.5 Can the hall accommodate **six hundred (600)** people at a sitting for a meeting? Yes No
- 6.6 How many standard laboratories does the institution have? _____
- 6.7 a) Does the institution have two (2) large strong rooms for storage of at least **five hundred (500)** cartons of scripts each? Yes No
- b) Do they have burglar proof window and doors? Yes No
- 6.8 Does the institution have enough chairs and tables/desks for **six hundred (600)** examiner to be placed in workrooms? Yes No
- 6.9 Are all the working rooms adequately lit, ventilated and are clean? Yes No
- 6.10 Do all working rooms and halls have lockable doors and windows reinforced with metal bars or wire mesh? Yes No
- 6.1.11 Are the workrooms and halls floors well cemented or tiled? Yes No
- 6.12 General comments on working accommodation: _____

7.0 ICT FACILITIES

- 7.1 How many computer laboratories does the institution have? _____
- 7.2 How many computers (PC) in working condition does the institution have? _____

- 7.3 How many printers are available and in working condition _____
- 7.4 Are the computers locally networked? Yes No
- 7.5 Is Anti Virus installed in all the computers? Yes No
If yes, how often are they updated? _____

- 7.6 Do the computers have antiglare screens? Yes No
- 7.7 Are doors and windows in the computer laboratory lockable and bugler proof?
Yes No
- 7.8 Is the institution connected to electric supply from the national grid?
Yes No
- 7.9 Does the institution have a standby three face generator of high capacity and in working condition? Yes No
- 7.10 Overall observation on ICT facilities: _____

8.0 SOCIAL AMENITIES

- 8.1 Which of the following indoor games are available in the institution?
(tick if available)
- | | | | |
|-------------------------|--------------------------|----------------|--------------------------|
| 8.1.1 Drafts | <input type="checkbox"/> | 8.1.5 Darts | <input type="checkbox"/> |
| 8.1.2 Chess | <input type="checkbox"/> | 8.1.6 Scrabble | <input type="checkbox"/> |
| 8.1.3 Billiards/Snooker | <input type="checkbox"/> | 8.1.7 Monopoly | <input type="checkbox"/> |
| 8.1.4 Table tennis | <input type="checkbox"/> | | |
| 8.1.8 Other (explain) | <input type="checkbox"/> | | |
- _____
- 8.2 List the sports and games facilities available in the institution.

- 8.3 a) Does the institution have public telephone facilities? Yes No
b) Can they be made available to examiners on request? Yes No
- 8.4 Are there mailing facilities and newspaper vendors in the institution?
Yes No
- 8.5 Does the institution operate a canteen? Yes No
- 8.6 Does the institution have such amenities as TV/Radio? Yes No
- 8.7 Can the institution facilitate mobile money transfer services? Yes No
- 8.8 What other social amenities can the institution provide?

9.0 MEDICAL FACILITIES

9.1 State whether or not the institution has the following:

(a) (i) First-aid facilities (b) (ii) Sick-bay/sanatorium

9.2 Does the institution have a qualified Clinical Officer/ Nurse who can generate reports on examiners attended to? Yes No

9.3 How far is the nearest hospital from the institution?

a) Name of Private: _____ Distance _____ (km)

b) Name of Government: _____ Distance _____ (km)

10.0 TRANSPORT

10.1 Does the institution have at least one reliable and secure vehicle in good working condition to transport examination scripts back to KNEC premises at a go?

Yes No

10.2 Indicate the type o vehicle and whether it can carry **five hundred (500)** cartons of scripts securely: _____

11.0 CENTRE ORGANIZERS

The KNEC requires that a responsible person be in charge and available at the marking centre throughout the marking period. It is the policy of the Council that the Head of the Institution becomes the centre organizer. In case the head of institution is not available for this responsibility, it will be necessary for the same head to suggest a member of his/her staff preferably the deputy head to perform the duties on his/her behalf. KNEC expects a person with high level of integrity, good leadership, communication and interpersonal skills to undertake this responsibility.

11.1 As the head of institution are you willing to serve as a Centre Organizer?

Yes No

11.2 Are you also ready to avail yourself all the time for consultations by examiners and KNEC Staff. Yes No

12.0 DECLARATION BY HEAD OF INSTITUTION OR HIS/HER NOMINEE:

I declare that the information I have given in this document is valid and correct to the best of my knowledge and have no objection to the Council using the institution as a marking centre should it be deemed necessary.

NAME OF HEAD: _____

SIGNATURE: _____ **TSC/PF NO:** _____

MOBILE NO: _____

E-MAIL ADDRESSES _____

OFFICIAL STAMP & DATE: _____