

LEGAL NOTICE NO.....

**THE KENYA NATIONAL EXAMINATIONS COUNCIL
(CONDUCT OF EXAMINATION) RULES, 2013**

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	<p>“Examination Centre” means an institution or premises approved and registered by the Council for purposes of administering Council examinations;</p> <p>“Examination Period” means and includes that time when the Council is in the process of printing, packing, distributing, administering, marking and processing of any examination administered by the Council;</p> <p>“Examination” has the meaning assigned to it under the Act;</p> <p>“Examination Timetable” means the schedule and programme prescribing the session and time within which a series of Council examination papers are to be taken by the candidates;</p> <p>“Head of Institution” means the head of a school or an academic institution and includes director or manager administrator of an institution;</p> <p>“Principal” has the meaning assigned to it under the Teachers Service Commission Act.</p> <p>“Head-teacher” has the meaning assigned to it under the Teachers Service Commission Act.</p> <p>“Identification Badge” means a document for identifying a Council official or authorised agents of the Council or the Teachers Service Commission County Director of Education or their authorised agents;</p> <p>“Invigilator” means a person appointed by the Council or its authorised agent to assist in the supervision of examination administration at a designated examination centre;</p> <p>“Kenya Mission” means Kenya’s High Commission or Kenyan embassy office;</p> <p>“Question Paper Envelope” means the envelope used to seal and secure Council examinations materials;</p> <p>“Random Number” means a temporary and unsystematic number issued by the Council to conceal the identity of an examination;</p> <p>“Script control form” means a record where candidates sign as evidence of having taken a Council examination paper;</p> <p>“Supervisor” means a person appointed by the Council or its</p>
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	<p>authorised agent to be in-charge of an examination administration processes at a designated examination centre;</p> <p>“Photograph register” means a record with photographs of candidates registered to sit an examination at a particular examination center;</p> <p>“Year of examination” means the calendar year in which a particular Council examination is administered;</p>
	<p>PART II – CONDUCT OF EXAMINATION</p>
<p>Examination Agents</p>	<p>3. (1) The Council may conduct examinations directly or use appointed examination agents.</p> <p>(2) The Council may appoint:-</p> <p>(a) County Directors of Education;</p> <p>(b) Teachers Service Commission County Directors;</p> <p>(c) National Security Agencies; or</p> <p>(d) any other person as the Council may determine as its agents from time to time.</p> <p>(3) A government establishment, organization or individual appointed as a Council agent shall-</p> <p>(a) be responsible to the Council; and</p> <p>(b) act in accordance with the requirements of the Act, other written law, these Rules and Council examination regulations.</p>
<p>Role of the County Director of Education</p>	<p>4. (1)The County Director of Education shall-</p> <p>(a) ensure that an examination center has the required facilities and a conducive environment for administration of the examination;</p> <p>(b) coordinate the deployment of education officers managing distribution centers to be used during the administration of the examinations;</p> <p>(c) oversee and coordinate the transportation of question papers from the distribution centers to an examination center and back;</p> <p>(d) liaise with the National Government and the County Governments for provision of security officers to ensure the security of question papers and other examination materials at</p>

	<p>drop off points, on transit, at distribution and examination centers;</p> <ul style="list-style-type: none">(e) oversee the preparation of fuel estimates based on distance;(f) ensure prudent use of Council resources and surrender of imprest according to Council and Government policy and regulations;(g) jointly with Teachers Service Commission County Directors brief the agents appointed to perform an examination administration functions before the start of the examination;(h) oversee the collection of question papers, stationery and other related examination materials at the Council's designated drop off points to a distribution center;(i) oversee the proper management of a distribution center and security of examination materials;(j) oversee the issuing of question papers, stationery to the supervisors at distribution centers;(k) ensure that examinations are conducted in accordance with the Act, these Rules and Regulations and any other written law;(l) ensure the candidates sitting examination under special circumstances have a conducive environment;(m) manage data of all agents appointed to perform examination administration functions;(n) oversee the safe return of all examination materials to the Council offices;(o) oversee the receipt and dissemination of all circulars on supervision and invigilation;(p) ensure the safe return of answer scripts from an examination center to a distribution center;(q) monitor the supervisors and invigilators during the conduct of the examinations in the respective County to ensure that the examination is conducted according to the Council's regulations; and(r) perform any other role as the Council may from time to time
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	<p>determine.</p> <p>(2)The County Director of Education may delegate a responsibility to a senior officer in the County in accordance with the Act, other written law, these Rules and Council examination regulations.</p>
<p>Role of Teachers Service Commission County Director</p>	<p>5. (1) A Teachers Service Commission County Director shall:-</p> <ul style="list-style-type: none"> (a) coordinate and verify the data base provided for deployment of supervisors and invigilators to ensure that all supervisors and invigilators are registered with the Teachers Service Commission (TSC); (b) oversee the deployment of supervisors and invigilators to examinations centre using the database provided by the Council before the start of an examination; (c) jointly with County Directors of Education brief agents appointed to perform examination administration functions before the start of the examination; (d) Verify the payment claims for supervision and invigilation before submission to the Council; and (e) oversee submission of queries related to supervision and invigilation to the Council; <p>(2) The Teachers Service Commission County Director may delegate a responsibility to Senior Officers in the respective County in accordance with, the Act, any other written laws and Council regulations.</p>
<p>Role of Education Officer manning Distribution Centre</p>	<p>6. (1) An education officer manning a distribution centre shall be answerable to the County Director of Education.</p> <p>(2) An education officer manning a distribution centre shall:-</p> <ul style="list-style-type: none"> (a) receive all the expected examination materials from the County Director of Education at a distribution centre; (b) confirm that the examination materials are intact at the point of receipt, at the distribution centre and on every day of examination; (c) vet supervisors using every supervisor's:- <ul style="list-style-type: none"> (i) identification badge;

	<ul style="list-style-type: none"> (ii) appointment letter; and (iii) national identity card <p>before issuing the examination materials;</p> <ul style="list-style-type: none"> (d) ensure that examination materials, bags boxes, caskets, chemicals are opened in the presence of supervisors and security officers escorting examination materials to an examination centre; (e) ensure that containers with examination materials for the specific examination day as indicated on the examination timetable are opened and that question paper packets are issued after confirmation of the details on the packet; (f) monitor the security of the examination materials stored at the distribution centre throughout the examination period; (g) ensure that all return envelopes containing candidates' answer scripts are sealed at the end of each day; (h) ensure that armed security officers are available to escort Supervisors leaving a distribution centre with examination question papers, stationery and other examination materials; (i) maintain a detailed and accurate records of examination materials issued and received from an examination centre; (j) account for any evidence of an examination irregularity received at the end of each examination day, forward the evidence of the irregularities to the Council at the end of the examination or within such timelines as Council may determine.
<p>Role of Security Agent in Charge of a Distribution Centre</p>	<p>7. A security agent in charge of a distribution centre shall:-</p> <ul style="list-style-type: none"> (a) oversee the receipt of examination materials from the Council at the distribution centres and confirm that the containers are safe, secure, and intact; (b) ensure the security of examination materials while the materials are stored at the distribution centre; (c) deploy security officers to be in charge of the armoury and appoint other security officers to escort examination materials from the

	<p>distribution centre to the examination centre and back;</p> <p>(d) provide armed security officers to escort examination materials from the distribution centre back to the Council; and</p> <p>(e) ensure that all the containers with examination materials are sealed at the end of each examination day in the presence of respective security officers.</p>
Role of Security Agent Escorting Examination Materials	<p>8. A security agent escorting examination materials shall:-</p> <p>(a) confirm that the containers for examinations are secure and intact before departure to the drop off points.</p> <p>(b) ensure the security of examination materials while on transit to drop off points or distribution centres;</p> <p>(c) secure and witness the off loading and handing over of examination materials at a drop off point or distribution centre and confirm that the containers are safe, secure and intact;</p>
Role of security Agent in Charge of Armoury/Strong-room	<p>9. A security agent in charge of the armoury or strong-room shall:-</p> <p>(a) witness the receipt of examination materials from the Council at the distribution centres and confirm that the containers are safe secure and intact before the containers are stored in the armoury or strong room;</p> <p>(b) ensure the security of examination materials while they are stored at the armoury or strong-room;</p> <p>(c) verify and witness that the containers are intact before they are opened;</p> <p>(d) witness the opening of the containers and issuing of examination materials to supervisors by the Education Officer managing the distribution centre; and</p> <p>(e) witness the sealing of the containers after enclosing the return envelopes containing answer sheets at the end of the examination day.</p>
Role of a security agent escorting examination materials from a distribution centre to an examination centre and back	<p>10. A security agent escorting examination materials from a distribution centre to an examination centre and back shall:-</p> <p>(a) witness the taking over of examination materials by a supervisor from the education officer managing the distribution centre and</p>

	<p>sign the accountability tracking form;</p> <ul style="list-style-type: none"> (b) ensure the security of the examination materials on transit from distribution centres to examination centres and back; (c) witness that question paper packets are intact at the point of opening before distribution of the question papers to the candidates by the supervisors; (d) witness the counting of the spare question papers, ensuring that they are all put back in the question paper packet; (e) remain within the examination centre at a vantage position to ensure proper conduct and security of examinations; (f) witness the collection, receipt, counting and enclosure of the candidates' answer scripts into the return envelope and sealing them while in the examination room in full view of the candidates; (g) witness the receipt of answer scripts by the Education Officer managing the distribution centre and signing the relevant accountability tracking forms on the return of examination materials to the distribution centre.
<p>Role of a Head of Institution</p>	<p>11. (1) A Head of institutions shall be responsible for accurately registering eligible candidates by ensuring that-</p> <ul style="list-style-type: none"> (a) the school is an approved examination centre with the required facilities for all subjects offered for the relevant Council examination; (b) candidates being registered for the examination are eligible; (c) candidates are correctly categorized as first attempt or repeaters; (d) impersonation does not take place; (e) all registered candidates meet the minimum examination entry qualifications specified by the Council; (f) subject entry requirements are met as spelt out in respective examination regulations and curriculum; (g) all eligible candidates are entered for the examination and

	<p>accurate examination fees fully paid in the mode prescribed by the Council;</p> <p>(h) candidates' registration details are accurately captured in the mode prescribed by the Council;</p> <p>(i) the candidates are entered for the correct subjects and paper codes as given in the respective examination regulations and syllabus;</p> <p>(j) the original evidence of payment of examination fees is forwarded to the Council together with other relevant registration documents.</p> <p>(2) Any head of institution who fails to register a qualified candidate for a particular Council examination commits an offence and is liable upon conviction, to imprisonment for a term not exceeding one year or a fine not exceeding five hundred thousand shillings.</p>
Qualifications of a Supervisor	<p>12. A person qualifies for recruitment as a supervisor if that person:-</p> <p>(a) is a secondary school trained teacher and or a public service employee in Job group K and above in case of KCSE and post school examinations;</p> <p>(b) has a minimum experience of three years as an invigilator;</p> <p>(c) meets the requirements of Chapter Six of the Constitution of Kenya 2010;</p> <p>(d) is a teacher who is an employee of or registered by the Teachers Service Commission (TSC);</p> <p>(e) is a P1 teacher with 5 years teaching experience in the case of supervision of KCPE Examination;</p> <p>(f) is a trained Technical Teacher with a minimum qualification of Technician III Certificate in the case of supervision of Technical Examination;</p> <p>(g) any other qualification as may be determined by the Council from time to time.</p>
Role of a Supervisor	<p>13. A supervisor shall:-</p> <p>(a) visit the allocated examination centre at least a day before the start of the examination and carry out the following duties;</p>

	<ul style="list-style-type: none"> (i) request to be allocated a room with a lockable cabinet or cupboard by the Head of the institution for storage of examination materials other than the question papers and answer scripts during the examination period; (ii) brief and assign duties to the Invigilators on what is expected of them during the examination period; (iii) inspect examination rooms to ascertain that they are free of stimulus materials and ensure that the desks or tables are arranged as per the Council's specifications; (iv) request the Head of institution for all the materials or equipment required under these Rules and Council regulations to administer the examination; (v) ensure that the only registered candidates sit the examination; (vi) brief candidates on how to conduct themselves during the examinations; <ul style="list-style-type: none"> (b) be at the distribution centre at the time prescribed by the Council to pick the examinations materials; (c) witness the opening of examination containers at the distribution centre every day of the examination; (d) collect question papers daily from the distribution centre and ensure security of the same when on transit to the examination centre and while the examination is in progress; (e) inspect the examination rooms every day before the examination starts to ensure that there are no unauthorized or stimulus materials in the examination room; (f) ensure that all candidates are positively identified against the photograph register and Council registration data; (g) supervise the search of candidates as they enter the examination rooms for every examination session and ensure that female candidates are searched by a female officer or teacher while male candidates are searched by a male officer or teacher; (h) ensure that the candidates, invigilators, head of institution and
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	<p>security officer inspect the question paper packets and sign the declaration to witness that they are intact before opening;</p> <ul style="list-style-type: none"> (i) open the examinations question paper packet in front of the candidates and ensure at least one of the candidates countersigns the envelope as evidence of witnessing the opening; (j) count the question papers to ensure they are adequate before the invigilator issues them to the candidates; (k) start the examination on time as specified in the respective examination timetable and ensure that the examination lasts for the period scheduled on the examination timetable; (l) staple the question paper packet with spare question papers to ensure the packet is sealed then place the packet on a desk in front of the candidates inside the examination room; (m) ensure that the examination is conducted as per the Act ; written law, these Rules and Council regulations; (n) prepare a report on any examination irregularity and ensure that any confiscated materials are sealed and handed over to the education officer managing the distribution centre; (o) ensure that all examination irregularity materials collected at the examination center are forwarded with a report to the Council; (p) inform security officer to arrest any of the candidate involved in any criminal activities prescribed in the Act, these Rules and other written laws; (q) inspect the washrooms before they are used by candidates; (r) closely monitor candidates' inside and outside the examination room during the examination session; (s) escort and search a candidate who visits the washrooms or any other premise before re-entering the examination room; (t) ensure that the institution's centre number is boldly written in an appropriate position where all candidates can see. (u) Ensure that candidates use the index number issued by the Council as per the approved list;
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	<ul style="list-style-type: none">(v) ensure candidates write their answers using the writing materials prescribed by the Council;(w) ensure that no person including the supervisor, invigilator, heads of institutions and candidate enters the examination room with mobile phone or any other electronic communication devices;(x) ensure that no unauthorized persons have access to question papers while the examination is in progress;(y) ensure that the Invigilators must not explain the questions to candidates, read or allow any person to read candidates' responses;(z) ensure that the script control form is signed by all candidates before the end of the examination session where applicable;(aa) ensure the question papers for the consequent sessions and answer scripts for the preceding sessions are placed at a desk in front of the candidates;(bb) Collect, count, and put all the candidates' answer scripts and duly signed script control form in the official Council script return envelope and seal the return envelope in full view of the candidates, head of institution and security officer;(cc) ensure that the declaration on the return envelope is duly filled in the presence of the candidates, invigilators, head of institution and security officer as provided for in the return envelope containing candidates' answer scripts;(dd) ensure that no candidate's answer scripts are left behind by physically counting the number of candidates present against the number of answer scripts collected at the end of every examination session;(ee) ensure that the spare question papers are only given to the head of institution at the end of the day when every candidates' answer script has been sealed in the return envelopes;(ff) receive question papers that might have errors or blank pages from invigilators and record the details in the Report and
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	<p>Certificate of Supervision;</p> <ul style="list-style-type: none"> (gg) enclose the Report and Certificate of Supervision in the return envelope and hand it over to the officer managing the distribution centre for submission to the Council; (hh) prevent the occurrence of examination irregularities in the examination centre and if such cases arise, handle them as stipulated in the Act, these Rules and Council regulations; (ii) return every candidates' answer scripts securely to the distribution centre after each day of the examination and sign the relevant accountability documents; (jj) keep an accurate record of work allocated to invigilators on a daily basis; (kk) accurately complete the Attendance Sheets, Report and Certificate of Supervision, Seating Plans, Declaration Form for Payment and any other documents required and submit the documents to the Council through the officer managing the distribution centre; (ll) ensure that no candidate who is more than half an hour late is given a question paper unless cleared by the Council; (mm) ensure that all reports of hardship cases which might have affected candidates' work during the examination and which are related to the conduct of the examination are indicated in the Report and Certificate of Supervision; (nn) in consultation with County Director of Education ensure that candidates taking examinations under special circumstances have a conducive environment; (oo) submit to the officer managing the distribution centre answer scripts of candidates taking examinations under special circumstances in a special envelope separately; (pp) ensure that a candidate whose name is not on the attendance list sits the examination with the express authority of the Council or an education officer authorized by the Council; (qq) where authority to sit the examination is granted, the omitted
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	<p>candidates' details shall be inserted on the approved list by the supervisor in the prescribed manner.</p>
<p>Qualifications of an invigilator</p>	<p>14. A person may be qualified for recruitment as an invigilator if that person:-</p> <ul style="list-style-type: none"> (a) is a trained teacher with qualifications of P1 grade or higher and are employed or registered by the Teachers Service Commission; (b) is a trained teacher of a minimum of Approved Teachers Status grade and employed by the Teachers Service Commission or registered by the Commission; (c) a teacher of shorthand for purposes of shorthand examinations; (d) is a person of integrity as stated in Chapter Six (6) of the Constitution of Kenya 2010; and (e) has at least one year experience as a teacher.
<p>Role of an Invigilator</p>	<p>15. An invigilator shall:-</p> <ul style="list-style-type: none"> (a) report to the assigned examination centre a day before the start of the relevant examination and carry for assignment of duties by the supervisor; (b) report any irregularity at the examination room or centre to the supervisor; (c) inspect the examination rooms assigned every day before the examination starts to ensure that there are no unauthorized materials or stimulus materials in the examination room or on the candidates' desks or tables; (d) inspect the washrooms before being used by candidates; (e) closely monitor candidates inside and outside the examination room; (f) escort and search a candidate who visits the washrooms or any other premises before re-entering the examination room; (g) search candidates each time they enter the examination room to prevent smuggling of unauthorized materials and stimulus materials including mobile phones or any other electronic communication devices into the room. Female candidates must

	<p>be searched by a female supervisor or invigilator or teacher and male students must be searched by male supervisors or invigilators or teachers;</p> <ul style="list-style-type: none">(h) receive the question papers from the Supervisor, checking to ensure that the paper is correct as per the timetable and count them to confirm that there are enough copies for all the candidates before distributing them;(i) ensure that the examination starts promptly and lasts for the time scheduled on the examination timetable;(j) hand over to the supervisor any paper with errors or blank pages;(k) identify the candidates against the photograph register, as appropriate verifying the candidates' index numbers, names and ensure that the script control form is signed by all candidates before the end of the examination session;(l) distribute question papers and answer booklets to candidates(m) collect and physically count candidates' answer scripts before releasing the candidates from the examination room at the end of an examination session;(n) hand over candidates answer scripts at the end of each examination session to the supervisor for recording, packing and sealing in the return envelope;(o) sign the declaration form in the Report and Certificate of Supervision;(p) ensure that no unauthorized persons have access to question papers while the examination is in progress;(q) mark 'AB' against the name of every candidate who is absent every session of the examination and account for every candidate using the attendance register;(r) be vigilant to ensure that candidates do not engage in any kind of examination malpractices;(s) must not explain the questions to the candidates, read or allow any person to read candidates' responses;
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	<ul style="list-style-type: none"> (t) ensure candidates write their answers the writing materials prescribed by the Council; (u) take note of the absent candidates' index numbers and paper missed to be transferred to the computer printed attendance sheet and the script control form; and (v) ensure that there is no discrepancy between the record of absenteeism, on the attendance register and the script control form.
Supervision Personnel and Field Officers	<p>16.</p> <ul style="list-style-type: none"> (1) A supervisor and invigilator may be posted to an examination centre close to their area of residence in order to minimize the time used to reach the examination centre. (2) Supervision personnel shall not be deployed to an institution located within the same premises as the personnel's regular work station. (3) Every distribution center shall be managed by at least:- <ul style="list-style-type: none"> (a) one education officer; and (b) two security officers during the examinations; (4) Every examination centre shall be managed by at least one security officer.
Deployment of Supervisors	<p>17.</p> <ul style="list-style-type: none"> (1) A supervisor shall not be allocated to the same examination centre for more than two consecutive calendar years. (2) Every examination centre shall have at least one supervisor. (3) For every two hundred candidates there shall be one supervisor. (4) There shall be an additional supervisor for any extra candidate above two hundred.
Deployment of Invigilators	<p>18.</p> <ul style="list-style-type: none"> (1) Every examination room shall have at least one invigilator. (2) There shall be an invigilator for every twenty candidates.

Dated,2013

Paul M. Wasanga
Council Secretary/Chief Executive Officer
KENYA NATIONAL EXAMINATIONS COUNCIL