

LEGAL NOTICE NO.....

**THE KENYA NATIONAL EXAMINATIONS COUNCIL
(CONFIRMATION OF EXAMINATION RESULTS AND ISSUANCE OF
REPLACEMENT CERTIFICATES) RULES 2013**

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THE KENYA NATIONAL EXAMINATIONS COUNCIL ACT, 2012

(No. 29 of 2012)

IN EXERCISE of the powers conferred by section 48 of the Kenya National Examinations Council Act, 2012 the Council makes the following Rules-

THE KENYA NATIONAL EXAMINATIONS COUNCIL (CONFIRMATION OF EXAMINATION RESULTS AND REPLACEMENT OF CERTIFICATES) RULES, 2013

| | PART I – PRELIMIINARY |
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| Citation | 1. These Rules may be cited as the Kenya National Examinations Council (Confirmation of Examination Results and Replacement of Certificates) Rules, 2013. |
| Interpretation | 2. In these Rules unless the context otherwise requires- “Act” means the Kenya National Examinations Council Act, 2012; “Certificate” means a document issued by the Council and designated as such showing the results obtained by a particular candidate in an examination; “Chief Executive Officer” means the chief executive officer of the council appointed under section 14 of the Act. “Council” means the Council established under Section 3 of the Act; “Examination results” means the overall outcome of the grades attained and released by the Council after a candidate has sat for an examination conducted by the Council. “Result slip” means a temporary document issued by the Council showing provisional results obtained by a candidate in an examination; provided that the results indicated on the slip are subject to amendment by the Council; and “Series of examination” means the month the examination is to be taken or was taken. |
| | PART II - CONFIRMATION OF EXAMINATION RESULTS |
| Confirmation of results | 3. (1) The Council may issue a confirmation of Examination results upon |

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| | <p>request about a candidates examination results to an institution of learning, an employer, a public organization or any other interested institution.</p> <p>(2) The request under sub-rule (1) shall be made through the prescribed form.</p> <p>(3) The applicant shall indicate the candidate’s full name, the name of the institution attended, the year of the examination and the series of examination, the name of the examination and the candidate’s index number.</p> <p>(4) An applicant under this Rule shall –</p> <p>(a) pay the fees prescribed for confirmation of examination results;</p> <p>(b) provide the full address of the institution where the Council shall send the statement confirming the examination results; and</p> <p>(c) provide a copy of a candidate’s certificate whose results they seek to confirm.</p> |
| Fees | <p>4. (1) An application for a confirmation of examination results shall be accompanied by the original evidence of payment of the prescribed fees for confirmation of examination results;</p> <p>(2) The fees paid in rule 3(4) shall be utilized within ninety (90) days of payment failure to which the fees will be forfeited.</p> <p>(3) The Council may review the fees for confirmation of examination results from time to time.</p> |
| Confirmation | <p>5. The Council shall send a statement confirming examination results within ten working (10) days of receiving an application and all other relevant documents.</p> |
| Restriction of Use of Confirmation Results | <p>6. A confirmation of examination results statement shall only be used by the institution to which it is addressed and shall not be copied to any other body.</p> |
| Authenticity of Certificates | <p>7. (1) It is the duty of every user institution/body to establish the authenticity of certificates issued by the Council being presented to them for any purpose.</p> <p>(2) It is the duty of every user institution/body to report any person who presents and/or is in possession of a forged certificate to the police.</p> |

| PART III – REPLACEMENT OF CERTIFICATES | |
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| Application for Replacement of Certificate | <p>8. (1) A person may apply to the Council for the replacement of a lost or damaged certificate.</p> <p>(2) An application for replacement of a certificate shall be made in the in the prescribed form.</p> <p>(3) The applicant shall pay the prescribed fees for issuance of a replacement certificate.</p> <p>(4) The application form shall be accompanied by the original evidence of payment of the prescribed fees in sub-rule (3).</p> <p>(5) The Council may review the fee application of replacement certificates from time to time.</p> |
| Documents Accompanying Application | <p>9. An application for replacement of a certificate shall be accompanied by the following documents:-</p> <p>(a) A copy of the certificate or results slip where applicable;</p> <p>(b) A letter of recommendation from the head of the institution where the applicant sat the specified examination;</p> <p>(c) A letter of recommendation from the County Director of Education or his/her authorized agents for a private candidate or a candidate whose school has closed down;</p> <p>(d) A letter of recommendation from the employer where applicable;</p> <p>(e) A police abstract indicating loss of certificate;</p> <p>(f) An affidavit in support of the application;</p> <p>(g) The original copy of evidence of payment of the prescribed fees for confirmation of examination results;</p> |
| Approval of Schedule for Replacement | <p>10. An approval for a replacement of a certificate shall be verified and signed by the Council Secretary/Chief Executive Officer.</p> |
| Replacement of Certificate | <p>11. The replacement certificate shall be ready for collection within sixty (60) working days from the date of receipt of an application.</p> |
| Collection of Certificate | <p>12. (1) The applicant shall be required to collect in person the replaced certificate from the Council's designated office.</p> <p>(2) The applicant shall be required to present their original national identification card or original passport for collection of the replaced certificate;</p> <p>(3) An applicant may with the approval of the Council nominate another</p> |

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| | <p>person to collect the replaced certificate on their behalf, if they are out of the country.</p> <p>(4) Where the applicant is a minor, a copy of the applicant's birth certificate and the national identification card of one the parents/guardian shall be required.</p> |
| Non Collection of Certificate | <p>13. (1) Replaced certificates not collected within twenty four (24) months from the date of application shall be disposed off by the Council without further communication to the applicant.</p> <p>(2) The Council shall not refund application fees to an applicant who fails to collect a replaced certificate within twenty four (24) months from the date of application.</p> |
| Limitation on issuance of Replacement Certificates | <p>14. (1) The Council shall only issue a replaced certificate for examinations sat from 1981 onwards.</p> <p>(2) A replacement certificate shall only be issued once in a lifetime.</p> |

Dated....., 2013

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