



THE KENYA NATIONAL EXAMINATIONS COUNCIL

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

CRITERIA FOR ELIGIBILITY TO BE A MARKING CENTRE

1.0 PREAMBLE

- 1.1 The Kenya National Examinations Council use Public and Private Institutions to host marking of its National examinations. These examinations include **KCPE, KCSE, Technical, Business, PTE/TCAE, ECDE, DTE** and **SNE**. Payments for these services are based of the approved KNEC rates.
- 1.2 A criterion is in place detailing all requirements/specifications for centres wishing to offer this service. Institutions that meet the criteria listed below will be required to download the selection and approval of marking centres application form and forward with a covering letter to the Council Secretary/Chief Executive by **30th April of every calendar year** for inspection to be carried out.

2.0 ACCESSIBILITY

- 2.1 The institutions should be reasonably accessible by:
 - 2.1.1 tarmac road ;
 - 2.1.2 reliable public means.
- 2.2 **Communication:** Availability of modern communication facility e.g. internet and mobile phone facilities.

3.0 SECURITY

- 3.1 The Institution must be located in a secure and serene environment. That is:
 - 3.1.1 free from undue external noise and not situated in a shopping centre or bus station;
 - 3.1.2 free any interruptions such as frequent strikes, banditry, terrorism and thuggery so as to guarantee security of examination materials and examiners while on transit and within the centre.
- 3.2 The Institution must:
 - 3.2.1 be well fenced (preferably with a **perimeter wall**) with a well guarded permanent gate;

- 3.2.2 availability of trained security guards on **24** hour basis. The guards must be of both genders in order to carry out frisking to all visitors to the centre during the marking session. They will also be expected to keep records of people moving in or out of the institution;
- 3.2.3 be able to provide **armed security** personnel to specifically guard the confidential examination materials and the marking centre on **24** hour basis;
- 3.2.4 be prepared to provide security to examiners personal belongings. This includes lockable hostels, surveillance of hanging lines for their clothes and parking bay for those who may come with their personal vehicles;
- 3.2.5 not to host any other activity when marking is in progress;
- 3.2.6 be fully prepared not to portray conflict of interest with the examination paper(s) marked at the centre;
- 3.2.7 be in a position to handle payments of examiners and guarantee security of the money;
- 3.2.8 be in a position to handle emergencies such as sickness and fire outbreaks, water shortages and electricity outages.

4.0 ACCOMMODATION FACILITIES

Interested Institutions **MUST** have the following accommodation facilities:

- 4.1 adequate clean, well lit, ventilated, cemented (preferably tiled) dormitories with ceiling and windows with curtains; well cleaned. The dormitories must have the following provisions;
 - ironing and laundry facilities;
 - easily accessible and secure hanging lines.
- 4.2 partitioned cubicles to accommodate not more than **four (4)** examiners per cubicle;
- 4.3 a minimum of **six hundred (600)** single lower bed capacity with a **four (4) inch** mattresses covered with clean casings;
- 4.4 enough blankets (4 x 6 ft) for adults;
- 4.5 clean **linen bed sheets** (4 x 6 ft);
- 4.6 clean pillows and pillow cases;
- 4.7 Inbuilt clean water toilets enough for the examiners as per the public health specifications;

- 4.8 Inbuilt shower bathrooms with reliable hot water system for bathing and **lockable** doors to provide privacy;
- 4.9 adequate water flow with a good drainage system throughout the marking period;
- 4.10 enough mosquito nets for all examiners when required;
- 4.11 neat and well kept compound that is regularly fumigated.

5.0 DINING FACILITIES

- 5.1 The institution **MUST** possess a **dining hall**: -
 - 5.1.1 which can accommodate **six hundred (600)** adults during meals at one sitting with adequate tables and chairs;
 - 5.1.2 which can provide very fast service during meals either through **cafeteria** or self service system;
 - 5.1.3 with well cemented or tiled floor;
 - 5.1.4 with clean tables covered with formica or clothing.
- 5.2 The Institution **MUST** have a **kitchen** with:
 - 5.2.1 adequate cooking points enough for **six hundred (600)** examiners;
 - 5.2.2 conventional cooking methods e.g. steaming, frying, baking and boiling;
 - 5.2.3 adequate water supply and a good drainage system;
 - 5.2.4 crockery and cutlery enough for **six hundred (600)** examiners which include:
 - Forks, spoons and knives;
 - Cups and plates made of ceramic or melamine **(NB: Plastic cups are unacceptable);**
 - water jugs;
 - 5.2.5 be able to serve the following meals as guided by the KNEC menu:-
 - Full breakfast
 - **10.00** O'clock tea with snacks;
 - Lunch;
 - **4.00** o'clock tea with snacks;
 - Dinner.
 - 5.2.6 clean dinning/kitchen staff in uniform, medically examined by public health officers and with certificates of examination.

6.0 WORKING ACCOMODATION

Interested institutions must have the following:

- 6.1 At least **twenty (20)** classroom accommodating four **(4) teams** of **eight (8)** examiners each;
- 6.2 A hall that can accommodate **six hundred (600)** people at a sitting for meetings;
- 6.3 **Four (4)** standard Science Laboratories;
- 6.4 **Two (2)** large strong rooms with burglar proof doors and windows for storage of at least **five hundred 500** cartons of scripts;
- 6.5 Enough chairs and tables/desks for **six hundred (600)** examiners to be placed in the working rooms;
- 6.6 Working rooms and halls with lockable doors and windows reinforced with metal bars or wire mesh.
- 6.7 Working rooms and halls with well cemented or tiled floors to guarantee Examiners safety.

7.0 ICT FACILITIES

The Institution must have the following ICT facilities:-

- 7.1 a large computer laboratory that:
 - has at least **twenty (20)** PCs installed with antiglare screens ,up to date anti-virus and are in working condition as per the specification by KNEC ICT Department;
 - is well lit and ventilated;
 - is lockable with burglar proof doors and windows.
- 7.2 One large **printer** in working condition.
- 7.3 Local Area Network (LAN) for the computers.
- 7.4 Connected to electricity from the national grid power supply and must have a standby generator in good working condition as an alternative source of power throughout the marking period.

8.0 SOCIAL AMENITIES

The Institution must provide the following social amenities:

- 8.1 indoor games such as drafts, chess, darts, scrabble, billiards, snooker, monopoly and table tennis;

- 8.2 outdoor sporting and games facilities e.g. volleyball, hockey, basketball, football and netball etc;
- 8.3 public telephone facilities and mobile money transfer services e.g. (Telephone bureaus and M-pesa) etc;
- 8.4 mailing facilities and newspaper venders;
- 8.5 a canteen with basic personal items;
- 8.6 entertainment facilities e.g. TV/Radio.

9.0 MEDICAL FACILITIES

The institutional must have the following medical facilities:

- 9.1 First Aid kit;
- 9.2 Sick-bay/sanatorium;
- 9.3 A qualified Clinical Officer/Nurse who can attend to sick examiners and be able to generate reports on the services rendered to them;
- 9.4 Access to a nearby Public Hospital not more than **(2km)** away for referral.

10.0 TRANSPORT

- 10.1 The institution must have transport facilities **(box-bodied lorry)** for transportation of scripts and other confidential materials from the marking centres to KNEC premises.

11.0 CENTRE ORGANIZATION/MANAGEMENT

- 11.1 The Centre **MUST** provide a responsible person to be overall in charge of the management of the marking activities in the center preferably the Head of the institution.
- 11.2 The Centre Organizer **MUST** possess the following qualities:
 - High level of integrity;
 - Good quality of leadership, communication and interpersonal skills;
 - Availability and accessibility to examiners/KNEC staff during the entire marking period
- 11.3 The management of the centre must declare their interest and ensure non-interference with the security of the marking exercise.