

LEGAL NOTICE NO.....

**THE KENYA NATIONAL EXAMINATIONS COUNCIL
(EQUATION OF CERTIFICATES) RULES 2013**

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RULES

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LEGAL NOTICE NO.....

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
(EQUATION OF CERTIFICATES) RULES, 2013**

	PART I - PRELIMINARIES
Citation	1. These Rules may be cited as the Kenya National Examinations Council (Equation of Letters) 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 a designated examination; “Council” means the Kenya National Examinations Council; “Examination” means an examination conducted under this Act by or on behalf of the Council; “Equation letter” means a letter issued by the Council pursuant to these Rules; and “Foreign Certificate” means a certificate obtained for an examination conducted by a foreign examination body.
Equation of Certificates	3. The Council may equate school and post school certificates if the applicant meets the conditions stipulated in these Rules.
Equatable Letters	4. The Council may equate a certificate awarded by an authorized education body under the Act and mandated to offer examinations and award certificates.
Foreign certificates	5. A person holding a foreign certificate and seeking to join an institution offering the Council’s examinations shall obtain an equation from the

	Council before joining that institution.
Non-equatable Certificates	<p>6. The Council shall not equate-</p> <ul style="list-style-type: none"> (a) a certificate for a course offered within Kenya and identical or similar to that offered by the Council; (b) foreign certificates awarded within Kenya; and (c) any other certificate that in the opinion of the Council may be non-equatable
Translation of Certificates	<p>7. A person applying for the equation of a certificate written in a language other than English or Kiswahili shall first have the certificate translated into English or Kiswahili by the Embassy or High Commission in Kenya of the country from which the certificate originates.</p>
Verification	<p>8. A person who is seeking for equation of a certificate shall present the original certificate and request the examination body that issued the certificate to confirm the results directly to the Council.</p>
Application for Equations	<p>9. (1) The Council shall only equate a certificate where the applicant meets the entry requirements of the equivalent course offered by the Council at the time.</p> <p>(2) An applicant for equation of a certificate shall be made in the prescribed form.</p> <p>(3) The application shall be accompanied by-</p> <ul style="list-style-type: none"> (a) the original certificate; and (b) The original document confirming payment of the prescribed equation fees. <p>(4) In cases where an original certificate is not available; a statement of verification of the examination results may be provided by the applicant.</p> <p>(5) The Council may require an applicant to attach to the application form a letter from the-</p> <ul style="list-style-type: none"> (a) Embassy; (b) High Commission; or (c) Ministry of Education <p>of the country where the certificate was issued giving a detailed report on the accreditation status of the examination body which</p>

	<p>issued the certificate.</p> <p>(6) An application for equation of a certificate shall be made to the Council in writing and in the prescribed form stating the-</p> <p>(a) purpose for which the certificate is to be equated;</p> <p>(b) the postal address of the institution or Government department which requested for the equation;</p> <p>(c) relevant information required under the Act or any written law.</p>
Additional Documents	<p>10. The Council may request for the applicant to provide-</p> <p>(a) a copy of the syllabus or curriculum supporting the qualification taken to show the course content; and</p> <p>(b) a letter from the examination body giving details of the mode of assessment.</p>
Existing Method of Conversion	<p>11. The Council shall only equate a certificate where a method for conversion already exists and where the curriculum followed is known to the Council.</p>
Equation of Certificates	<p>12. Using the method of conversion, the Council shall equate a certificate where the applicant has met all the requirements for equation.</p>
Fees	<p>13. (1) The Council shall charge a fee for every equation of a certificate in the manner stipulated by the Council which shall be subject to review by the Council from time to time.</p> <p>(2) An applicant shall submit a copy of a deposit slip from a prescribed bank in respect of the payment of charge as evidence.</p>
Replacement	<p>14. (1) The Council may issue a replacement of an equation letter in the case the letter is lost or damaged.</p> <p>(2) The Council shall charge a fee the issuance of a letter.</p> <p>(3) The Council may review the fees charged for issuance of replacement equation letter from time to time.</p>
Limitation of Use	<p>15. An equation letter shall only be used by the institution to which it is addressed.</p>

Dated, 2013

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