



# THE KENYA NATIONAL EXAMINATIONS COUNCIL

*'On the Frontline in Quality Assessment and Examinations'*

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



KNEC is ISO 9001:2008 Certified

**REF: KNEC/GEN/EA B&T/CIRC/2016/08**

**19<sup>th</sup> September 2016**

**TO: All Heads of Business and Technical Institutions**

**RE: ROLE OF HEADS OF INSTITUTIONS DURING ADMINISTRATION OF EXAMINATIONS**

Heads of Institutions are required to perform the following roles related to the administration of the examinations:-

1. Identify lecturers of integrity and ability and recommend them to the Sub-County Directors of Education for deployment as Supervisors and Invigilators before the commencement of the examination administration. They should also ensure that:-
  - 1.1 The examination room is clean with no stimulus materials on sight.
  - 1.2 The examination rooms have adequate security.
  - 1.3 There is adequate and secure storage facility in the institution for question papers and answer scripts.
  - 1.4 Staff members of the institution do not interact with the candidates in any way while the examination is in progress.
  - 1.5 The optimum examination conditions are met in the examinations room such as candidates sit at least 1.22 m apart.
  - 1.6 Invigilators are assisted to frisk/search candidates as they enter for each examination session.
  - 1.7 Identification of bonafide candidates is done to avoid impersonation.
2. Heads of Institutions should be at their stations while the examination is in progress to be able to properly carry out their duties as spelt out in the regulations.

- 2.1 Collect the examination papers from Distribution Centres on daily basis (They can also delegate to Registrar or Examinations Officer but this has to be communicated)
- 2.2 Ensure is a visible wall clock in every examination room.
- 2.3 All the candidates are in the class room 30 minutes before the start of the examination.
- 2.4 Ensure virtues such as honesty, hard work and moral rectitude are inculcated into their students as part and parcel of their character building in order to resist the tendency to cheat in the examinations.
- 2.5 There are adequate facilities for shorthand and typewriting examinations such as:-
  - 2.5.1 **TWO (2)** stopwatches in working condition.
  - 2.5.2 Adequate typewriters in working condition for all candidates.
- 2.6 Record daily in the institution logbook any occurrences related to the examinations including attendance of supervisors and invigilators and details of the means of transport used.
- 2.7 Accurately complete the Principal's confidential report at the end of the examination and submit the same to the Council.
- 2.8 Maintain discipline in the examination centres when the examinations are in progress and remain in their duty stations.
- 2.9 Download from KNEC website all relevant documents for use before and during the conduct of examinations. The documents are:-
  - 2.9.1 Timetables
  - 2.9.2 Instructions for summarizing and submission of course work, assessment and project marks.
  - 2.9.3 Report and certificate of supervision.



**M. G. KAROGO (Ms.)**  
**Ag. CHIEF EXECUTIVE OFFICER**