



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



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January, 2013

To: *All District Education Officers*
All Principals of Teacher Education Examination Colleges
All 2013 Teacher Education Examination Supervisors and invigilators
All 2013 Teacher Education Examination Security Officers

RE: USE OF MOBILE PHONES, ELECTRONIC COMMUNICATION DEVICES AND HANDLING OF SPARE EXAMINATION QUESTION PAPERS DURING EXAMINATIONS

The Council wishes to communicate the following information concerning the use of mobile phones, electronic communication devices and handling of spare examination question papers during the 2013 Teacher Education Examinations.

1.0 Use of Mobile Phones and Other Electronic Communication Devices During the Teacher Education Examinations

The possession and use of mobile phones by candidates during the Teacher Education Examinations at the examination centre is banned since it can be a threat to Examinations. To ensure that examination irregularities do not occur as a result of candidates possessing and using mobile phones, electronic communication devices at the examination centre, the Council wishes to issue the following guidelines on the use of mobile phones during Teacher Education examinations:-

- 1.1 Candidates are banned to enter any examination centre with mobile phones and any other electronic communication device during the examinations and those caught with mobile phones and electronic communication device should be treated as having committed an examination irregularity and reported to KNEC.
- 1.2 Use of mobile phones, electronic communication device by candidates during examinations at the examination centre will constitute an examination irregularity and will lead to cancellation of results.
- 1.3 No person is authorized to enter an examination room with mobile phones/electronic communication device when the examination is in progress.

- 1.4 The Supervisor and the Principal may keep their mobile phones outside the examination room for use should there be an emergency that needs to be communicated to the MOE/DEO/CDE or KNEC.
- 1.5 The Security Officer at the examination center may keep his/her mobile phone but is not allowed to enter the examination room with it.
- 1.6 There is no person authorized to have access to the spare question papers for whatever reason.

2.0 Treatment of Spare Question Papers

Spare examination question papers can also be a source of examination irregularities if not handled properly. To avoid this, spare examination question papers should be treated as follows.

- 2.1 Spare examination question papers should never be given to unauthorized persons until the end of the examination session.
- 2.2 The Supervisor should therefore *not collect* the spare question papers from the examination rooms until the end of the examination. The Supervisor should, however, ensure that the invigilators have counted, put them back in the packet and stapled them in front of the candidates and kept on a desk in front of the examination room until the examination session is over.

For smooth administration and security of the examinations, it is imperative that these guidelines are followed by all those involved in the administration of 2013 Teacher Education examinations as per the examination Timetable.

All DEOs are therefore asked to ensure that these guidelines are brought to the attention of the relevant stakeholders including parents and candidates and to ensure that the regulations are complied with.

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FOR: COUNCIL SECRETARY/CHIEF EXECUTIVE

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