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

KNEC/GEN/CS/PRO/CIR/NOV/2021/02/REV 7.1 **18th May, 2021**

To: i) All Heads of Primary and Secondary Schools presenting Candidates for the 2021 KCPE and KCSE examinations

ii) All Sub County Directors of Education.

SUBJECT: REGISTRATION OF CANDIDATES FOR THE 2021 KCPE, KCSE AND KCSE QUALIFYING TEST (QT) EXAMINATIONS

1.0 The Kenya National Examinations Council wishes to bring to your attention the following information as regards the registration of 2021 KCPE, KCSE and KCSE Qualifying Test examinations.

1.1 The registration of candidates for the 2021 KCPE, KCSE and KCSE QT examinations will start from **2nd June, 2021 and end on 31st July, 2021**.

1.2 Any school that has between **5 and 14 candidates** will be hosted by another centre to be determined by the Sub County Director of Education. The information on such schools should be submitted to KNEC together with the registration materials. **Schools with less than five (5) candidates are advised to register their candidates in another approved examination centre in the same Sub-county.**

1.3 Head teachers and Sub County Education Officers are required to log onto the KNEC website: **www.knec-portal.ac.ke** for capturing of the registration details of the candidates and uploading of the photographs (300 x 300 pixels) using the **examination centre registration password** for KCPE private candidates and KCSE candidates.

1.4 All Heads of institutions are reminded to ensure that candidates are registered where they **have been learning in class seven (7) for primary** schools and form three (3) for secondary schools.

1.5 Registration of a candidate in two examination centres **(double registration) is an examination malpractice** and must be avoided.

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1.6 All Heads of Institutions are directed to ensure accuracy in the following when registering the candidates.

1.6.1 Correct order of candidate's names as per the birth certificate;

1.6.2 Gender;

1.6.3 Year of birth;

1.6.4 Subjects entered;

1.6.5 Information on different categories of candidates with special needs (ie Braille, Low Vision, deaf and physically challenged).

1.7 All schools and private candidates shall be expected to adhere to entry requirements and pay examination fees as stipulated in the registration instructions for KCPE and KCSE candidates by referring to the Regulations and User Guides for the Management of KCPE and KCSE examinations printed and circulated in 2017.

1.8 New schools wishing to be registered as KNEC examination centres for the 2021 KCPE and KCSE examinations should submit to KNEC the following:

1.8.1 A certified copy of a valid registration certificate from the County Director of Education;

1.8.2 Duly filled inspection questionnaire from the Sub County Director of Education;

1.8.3 Duly filled application form from the school. **This information should reach KNEC by 15th June, 2021.**

NB: Expired registration certificates will not be accepted.

1.9 New Sub Counties wishing to be allocated a KNEC code and coding of the schools should submit the following to KNEC:

1.9.1 A Kenya Gazette notice legalising the creation of the Sub County;

1.9.2 List of schools showing their previous codes and the proposed new codes;

1.9.3 Location of the storage facility (Container) and details of the Deputy County Commissioner (DCC) or Assistant Deputy County Commissioner (ADCC) office.

1.9.4 This information should reach KNEC before **15th June, 2021.**

2.0 REGISTRATION OF KCSE PRIVATE CANDIDATES

2.1 All private candidates shall be identified and registered by the Sub County Director of Education.

2.2 Candidates wishing to register privately will be required to download the private candidate's registration form from the KNEC website, complete it as required and present it to the respective Sub County Education office for further instructions within the registration period.

2.3 For registration of the KCSE candidates, **KNEC will only allow one private examination centre per Sub County.**

2.4 The Sub County Directors of Education are informed to identify one public school where the private candidates will be hosted during the examination. This will be the centre where the candidates will undertake the projects and sit for their practical examination papers.

3.0 REGISTRATION OF KCPE PRIVATE CANDIDATES.

3.1 All non - formal centres for the KCPE examination shall be expected to register their candidates with the Sub County Education offices and to upload candidates' photographs online. No hard copies of photographs should be submitted to KNEC.

3.2 All candidates registering for examination in prisons must have individual passport size photograph uploaded online.

4.0 DOCUMENTS FOR REGISTRATION OF CANDIDATES

All documents for registration of candidates and new examination centres are to be downloaded from the KNEC website – **www.knec.ac.ke.**

5.0 KCPE AND KCSE EXAMINATION FEES

5.1 The government of Kenya shall pay examination fees for all candidates in public and private schools except for the following:

5.1.1 candidates who are re-sitting/repeaters;

5.1.2 Non-Citizens;

5.1.3 Private candidates registering in the Sub County private examination centres;

5.1.4 Candidates in prisons

5.2 All private candidates will be expected to pay their examination fees directly to the KNEC fees collection accounts.

5.3 The deposit slips should be submitted to the Sub County Director of Education who shall submit the documents to KNEC together with other registration documents.

5.4 The KCSE Qualifying Test registration fee is **Kes. 3000/= (three thousand) per candidate**. The fees should be deposited in the KNEC KCSE fees collection accounts in either National Bank, Kenya Commercial Bank, Co-operative Bank or Equity Bank.

6.0 REGISTRATION OF KCSE QUALIFYING TEST CANDIDATES

6.1 All candidates will be registered at the County Director of Education office. The KCSE QT registration FEES is Kes. 3000/= (three thousand shillings) per candidate.

6.2 All the registered candidates will be hosted at the County Director of Education headquarters during administration of the examination.

6.3 Heads of institutions shall be required to ensure that all the candidates with foreign certificates are equated and registered for qualifying test a year before they are due to register for KCSE examination.

6.4 Documents required for the KCSE Qualifying Test registration.

6.4.1 A copy of original CPE certificate;

6.4.2 Copy of **letter of Equation from KNEC** for all candidates hold a foreign primary education certificate. Please note that the equation letter is obtained from the KNEC **Archives office at New Mitihani House South C, Mombasa Road;**

6.4.3 A passport size photograph in a CD **(300 x 300pixes);** Certified bank deposit slip of **Kes. 3,000/=** per candidate;

6.4.4 ***Candidates without the requisite registration documents should not be registered.***

6.5 Categories of candidates required to sit for the KCSE Qualifying Test

6.5.1 All prospective 2022 KCSE candidates with CPE certificate;

6.5.2 All candidates who failed the **previous KCSE Qualifying** Tests and wish to register for the 2022 KCSE examination;

6.5.3 All 2021 form three (3) students wishing to register for 2022 KCSE examination but hold foreign primary education certificates that are not equivalent to KCPE.

6.6 All the above category of students must have a minimum of **three (3) years** of secondary education or have been out of school for three years after sitting for their **Primary examination**.

7.0 USE OF PASSWORDS

7.1 Passwords are confidential to each school and should be secured by the head of institution. In the event that a school has lost/forgotten its password, the head teacher should send an email to KNEC **(em@knec.ac.ke).**

7.2 All new centres once approved and uploaded on the website shall access the registration platform by keying in their centre code number as **user name** and **password**. Head teachers are advised to change the password from the centre number to a password of their choice to maintain confidentiality.

Heads of institutions and Sub County Directors of Education are advised to safeguard their passwords to restrict access of the school's registration data by unauthorized persons.

8.0 LATE REGISTRATION

There will be no late registration of candidates for 2021 KCPE and KCSE examinations.

9.0 VERIFICATION OF CANDIDATES REGISTRATION DETAILS

All heads of institution are expected to ensure that all candidates registration details are captured correctly and every candidate has confirmed the same and signed the nominal roll.

10.0 SUBMISSION OF REGISTRATION MATERIALS TO KNEC

10.1 The Sub County Director of Education will be informed on when to submit to KNEC the registration documents.

10.2 For details on registration of KCPE and KCSE candidates you are advised to refer to the KNEC KCPE and KCSE instructions manuals **(A guide for Management and Administration of National Examinations); First Edition, 2017.**

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