



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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REF: KNEC/EA/EM/KCSE/CIR/PROJECT/2018/001

19th January, 2018

- To: i) Sub County Directors of Education
ii) All Principals of Secondary School offering candidates for 2018 KCSE Examination

SUBJECT: ADVANCE INSTRUCTIONS FOR SUBJECTS WITH PROJECT/PRACTICAL COMPONENT

1.0 PROJECTS

The 2018 KCSE examinations will start with subjects with a project component. This is scheduled to start in the month of January, 2018 with the Agriculture subject (443/3) project as per the 2018 KCSE timetable which will be available in the KNEC website.

1.1 The Kenya National Examinations Council wishes to inform as follows;

1.1.1 The advance instructions for subjects with project /practical component for the 2018 KCSE examination will be posted online for the administration of the project work as per the 2018 KCSE examination timetable;

1.1.2 Sub County Directors of Education (for private candidates) and Principals with candidates registered for subjects listed below are required to log on to the KNEC website: **www.knec-portal.ac.ke** and click on **2018 projects** button to download all the instructions related to the subjects the candidates are registered for;

1.1.3 The Sub County Directors of Education (for private candidates) and Principals /Subject teachers should log in to the KNEC Project portal using the user code for the examination centre and password to download the respective examination instructions for administration of the project.

Table 1- Project schedule

S/NO	Paper Code	Subject	Date project uploaded in the KNEC Portal	End date for project	Deadline for keying of scores online
1.1.3.1	442/3	Art & Design	End of February	21 st September	30 th September
1.1.3.2	443/3	Agriculture	January	21 st September	30 th September
1.1.3.3	444/2	Wood Work	May	19 th October	30 th October
1.1.3.4	445/2	Metal Work	May	19 th October	30 th October
1.1.3.5	446/2	Building construction	May	19 th October	30 th October
1.1.3.6	451/3	Computer Studies	End of February	21 st September	30 th September

HEAD OFFICE: National Housing Corporation Building, Aga Khan Walk, P O Box 73598 – 00200 City Square, NAIROBI, KENYA

Telephone: (+254-20) 341098/50/71, 317419/12/13, 341113 Fax: (+254-20) 2226032

E-mail: exams@knec.ac.ke; Website: www.knec.ac.ke

1.1.4 Candidates scores will be keyed online on the projects portal for candidates registered for **441/3, 442/3, 443/3, 444/2, 445/2, 446/2, 451/3** as indicated in project schedule table after which the portal will be closed and shall not be accessible.

The **Marking Scheme for Computer Studies (451/3)** will be uploaded in the KNEC projects portal by **15th September, 2018** for the Sub County Directors of Education (for private candidates) and Principals/Subject teachers to download.

1.1.5 Over the years, the Kenya National Examinations Council has noted that the County Directors of Education (for private candidates) and Principals /Subject teachers do not key the candidate's scores as required. Please note, the Kenya National Examination Council will not process nor release candidates examination results without the project, practical, oral, aural scores.

1.1.6 The Kenya National Examinations Council will be monitoring the status and the progress of all **projects** for the candidates who registered for the 2018 KCSE examination in the schools at different times as per the examination time table.

1.1.7 The schools are expected to compile and keep the progress report for all the candidates project work to be presented to the monitoring officers.

1.1.8 It is the responsibility of the Sub County Directors of Education and Principals to ensure that the candidates' scores are keyed. Failure to do so shall **attract a penalty fee of five hundred shillings (Kes. 500)** per candidate.

All Sub County Directors of Education and Principals are asked to note that the examination materials remain **confidential** and should be treated as such.

2.0 PRACTICALS

2.1 Group IV Subjects

2.1.1 The advance instructions for **442/2** and **451/2** practical examinations will be uploaded on the schools project portal to enable schools to prepare materials in time for the examinations by **30th September, 2018**.

2.2 Group V Subjects (Orals and Aurals)

2.2.1 The keying of candidates scores for subjects with the oral and aural component **French (501/3), German (502/3), Arabic (503/3), Kenyan Sign Language (504/3), and Music (511/1)** shall be done by the assessors after the assessment of the candidates on the examination day.

You are advised to refer to the KNEC Manual (***A user guide for the management of examinations for KCSE – 1st Edition 2017***) for more information.



M. G Karogo (Ms.), MBS
Aq. CHIEF EXECUTIVE OFFICER

CC:

1. The Principal Secretary, State Department of Education, MOE
2. The Director, State Department of Basic Education, MOE
3. All County Directors of Education, Ministry of Education
4. All Teachers Service Commission County Directors.

