



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/EA/EM/KCPE/REG/CNR/018/002

20th March, 2018

TO: (i) *All Sub County Directors of Education*
(ii) *All Headteachers*

RE: 2018 KCPE GUIDELINES FOR VERIFICATION OF THE REGISTRATION DATA

1.0 INTRODUCTION

The verification of candidates' registration details is an integral part of the registration process. It is aimed at ensuring the accuracy of registration data in preparation for the conduct of national examinations. The registration of the 2018 KCPE examination commenced on 15th January, 2018 and closed on 7th March, 2018.

After the closure of the exercise, KNEC embarked on updating the registration data based on head teachers' amendments on the nominal rolls submitted through the Sub County Directors of Education.

2.0 VERIFICATION OF THE REGISTRATION DATA BY THE HEADTEACHERS AND SUB COUNTY EDUCATION OFFICERS

All Headteachers are therefore asked to view the online nominal rolls to confirm that all eligible candidates are correctly registered. The head teachers and Sub County Education officers (for private candidates) are expected to ensure the following:

- 2.1 The **school name** appears at the top of the entry report printout.
- 2.2 **All** the registered candidates are reflected on the entry report printout.
- 2.3 Candidates' index numbers are correct and are in serial order.
- 2.4 No index numbers have been skipped.
- 2.5 Candidates are not duplicated or double registered.
- 2.6 Candidate's name is correctly **spelt** with the desired order of name.
- 2.7 Candidate's gender, year of birth and birth certificate number is correct.
- 2.8 Religious Education option is correctly indicated.

- 2.9 School Choices are correctly selected in order of **NS1, NS2, NS3, NS4, EXCS1, EXCS2, EXCS3, CS1, CS2, SCS1 and SCS2.**
- 2.10 Accuracy of registration details for candidates with Special Needs as per registration regulations.
- 2.10.1 Blind candidates – Braille papers
 - 2.10.2 Deaf candidates – Kenya Sign Language **(S)**
 - 2.10.3 Candidates with low vision – Large print papers **(L)**
 - 2.10.4 Physically challenged candidates

Headteachers must ensure that medical reports for candidates with special needs are submitted together with the nominal rolls.

- 2.11 Parents/guardians are involved in the exercise of verifying the data, to avoid complaints on name and school choices. Birth certificate **MUST** be used for verification of names.
- 2.12 All candidates sign against the registration details after confirming the accuracy of the data. **NO** other person is authorized to sign on behalf of the candidate unless under special circumstances which should be brought to the attention of the Council in writing.
- 2.13 Any new entry added in the nominal must be accompanied by a letter explaining the reason for late submission.
- 2.14 Schools that registered their candidates in other examination centres must liaise with the host centre to confirm that the candidates are registered.
- 2.15 The Sub County Directors of Education should clearly indicate the distribution centre against each school especially in sub-counties with **more than one distribution centre (container).**
- 2.16 **After 5th April, 2018** the head teachers and Sub County Education officers (for private candidates) will be required to print another set of nominal roll for cross checking any errors. Any errors found will be indicated on the nominal in **RED INK** and **CAPITAL LETTERS** (in the case of names).

3.0 RETURN OF NOMINAL ROLLS

- 3.1 Head teachers and Sub County Directors of Education are expected to continually view the online reports and ensure that the data is correct i.e. all candidates are captured with the correct details.

The second nominal roll must be downloaded and signed by the candidates irrespective of whether there are corrections or not.

- 3.2 KNEC officers will visit the Sub County Education Offices on various dates in **May, 2018** to facilitate verification of the registration data. The head teachers will be expected to bring with the amended nominal roll and transfer the amendments to KNEC **nominal roll print-out** to be submitted to head teachers on the date of the visit.
- 3.3 There will be no further amendments after the submission of the entry reports to the Council in May.
- 3.4 **The headteacher shall be held personally responsible for any error in the registration data.**



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

- cc
- 1) All County Directors of Education
 - 2) All TSC County Directors
 - 3) The Director of Adult Education and Continuing Education
Ministry of Education
NAIROBI

