



THE KENYA NATIONAL EXAMINATIONS COUNCIL

'On the Frontline in Quality Assessment and Examinations'



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

REF: KNEC/ EA/FA/SI/BRIEF/018/001

24th August, 2018

County Director of Education

SUBJECT: BRIEFING & SENSITIZATION OF THE FIELD OFFICERS TO BE INVOLVED IN THE 2018 KCPE AND KCSE EXAMINATIONS

The Council has organized Sub-County briefing and sensitization of field officers who will be involved in the administration of the **2018 KCPE/KCSE** examinations. The exercise will take place in all the Sub Counties between **3rd and 7th September, 2018**.

The exercise will be presided over by the Deputy County Commissioner at the Sub County Level.

You are invited to attend the briefing and sensitization exercise in the Sub County at the County headquarter. Kindly invite the following officers to attend the briefing at their respective Sub Counties:-

- 1.1 County Commissioner- **to attend at the county Headquarter;**
- 1.2 County examination Officer- **to attend at the county Headquarter**
- 1.3 Deputy County Commissioners;
- 1.4 Sub County Directors of Education;
- 1.5 Sub County Examination Officers;
- 1.6 Police officers in charge of the Sub County (**OCPD**);
- 1.7 Deputy Administration Police Commandants (**DAPC**);

The Council has also invited the **Regional Coordinator of Education** to attend the briefing and sensitization exercise at the Sub County in the regional headquarter. TSC County and Sub-County Directors have also been invited to attend the briefing exercise. The Council has requested them to invite all the centre managers and supervisors who will be involved in the administration of the 2018 KCPE and KCSE examinations.

The Council requests you to identify School halls that can accommodate the number of officers invited as indicated in the attached programme. The programme also shows the date for briefing for each Sub County.

We thank you for your continued cooperation and support in the running of national examinations.



Dr. Mercy G. Karogo, MBS
Ag. CHIEF EXECUTIVE OFFICER

C.C:

The Director General- MoE