



THE KENYA NATIONAL EXAMINATIONS COUNCIL

'On the Frontline in Quality Assessment and Examinations'



KNEC is ISO 9001:2008 Certified

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

REF: KNEC/GEN/R&QA/A&R/CFM/APF/044

DATE:

READ THIS FORM CAREFULLY AND UNDERSTAND THE REQUIREMENTS AND CONDITIONS FOR CONFIRMATION OF EXAMINATION RESULTS BEFORE FILLING. PAYMENT TO BE DONE ONLY IF ALL REQUIREMENTS HAVE BEEN MET.

APPLICATION FOR STATEMENT OF EXAMINATION RESULTS FORM

1.0 PERSONAL DETAILS:-

- 1.1 Name of Applicant:
Address Town
Cell phone No E-mail
- 1.2 School/College/Examination Centre Name
- 1.3 Full Index Number: (Mandatory)
- 1.4 Name of Examination: (e.g. CPE, KCPE, KCSE, KCE)
- 1.5 Year of Examination:
- 1.6 Series: (March/July/November/December). Tick/write one
- 1.7 **Attach a copy of the results slip/Certificate to be confirmed. Results slip do not apply for CPE & KCPE (Mandatory)**
- 1.8 National ID/Passport Number or Birth Certificate for those under 18 years
- 1.9 Applicant's Signature:
- 1.10 TSC/PF.NO (where applicable)
- 1.11 Reason for Confirmation

2.0 FULL ADDRESS WHERE STATEMENT OF EXAMINATION RESULTS IS TO BE SENT

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3.0 DETAILS OF FEES PAYABLE:-

6.0 FOR OFFICIAL USE ONLY

Fees to be paid at KNEC Collection accounts in the following banks where KNEC deposit slips are available; **National Bank of Kenya, Kenya Commercial Bank, Co-operative Bank of Kenya and Equity Bank.** The charges are as follows:

| | DESTINATION | COST (KES) | 16% VAT (KES) | TOTAL COST PER STATEMENT (KES) |
|-----|-------------------|------------|---------------|--------------------------------|
| 3.1 | Within Kenya | 2,000/- | 320/- | 2,320/- |
| 3.2 | Outside Kenya | 3,000/- | 480/- | 3,480/- |
| 3.3 | FAX Within Kenya | 800/- | 128/- | 928/- |
| 3.4 | FAX Outside Kenya | 1,200/- | 192/- | 1,392/- |

4.0 PROCESSING AND DELIVERY

- 4.1 **It takes TEN (10) working days to process and dispatch the statements.**
Old examinations may take longer.
- 4.2 Statements are normally dispatched through **registered mail at no extra cost.**
However, those wishing to use **courier services** will be charged according to the distance of the destination. Clients are expected to meet the **extra cost.** Those wishing to use **fax services** will be charged an extra cost **KES 928/- within Kenya and KES 1,392/- outside Kenya** as shown in the table above.


6.1 Application Ref. No:

6.2 Action Taken:

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5.0 NOTES:

- 5.1 KNEC does **NOT** accept cheques/money orders/postal orders.
- 5.2 Statements of Examination Results are **strictly** for use by the employer or an institution and therefore **cannot be given or copied** to the candidate/parent/guardian or any other individual (s). * Please note that a Statement of Examination Results is **NOT** a certificate.
- 5.3 Statements of Examination Results should not be **re-routed** from one **organization** to another.
- 5.4 All requests for confirmation **MUST** be accompanied by copies of certificates. Results slips are also acceptable for all examinations except for the **CPE & KCPE** examinations. Where a copy of certificate or results slip is missing, the applicant **MUST** obtain an introduction letter from school and a certified copy of a results printout for the particular year from their former schools/colleges and County Directors or Sub-County Directors for private candidates and schools that have since closed.
- 5.5 For modular courses (Business, Technical and SNE) all copies of results slips for all the modular courses must be attached to the application form for confirmation of results.
- 5.6 Deposit bank slips **MUST** be presented within **twelve (12) months after deposit**. Deposit bank slips presented **twelve (12) months** after banking will **NOT BE ACCEPTED** and there shall be **NO REFUND**.
- 5.7 **Incomplete** application forms will **NOT** be processed.
- 5.8 Applicants are advised not to make any payments before their applications are verified by KNEC.



M. G. Karogo (Ms.)

Aq. CHIEF EXECUTIVE OFFICER