



KENYA NATIONAL EXAMINATIONS COUNCIL

KNEC/EA/EM/KCSE/REG/PLC/07/2018/REV 4.0

(To be completed in Triplicate)
Original: KNEC
Duplicate: SCDE
Triplicate: School

APPLICATION FOR APPROVAL AS A KCSE EXAMINATION CENTRE

PART 1: To be completed by Heads of Schools.

1. County Name and Code _____
2. Name of Institution: _____
3. Address: _____
4. Telephone No: _____ Mobile No: _____
5. Email address _____
6. Examination Centre No. : _____
7. Distribution / Collection point Code : _____
8. Distribution/ Collection point Name: _____
9. Categorization:

	(i)	National _____	}	
	(ii)	County _____		
	(iii)	Sub County _____		
	(iv)	Private _____		
				tick whichever is applicable
10. Type of School:

	(i)	Public _____	}	
	(ii)	Private _____		
	(iii)	Day-Boys/Girls/Mixed _____		
	(iii)	Boarding- Boys/Girls/Mixed _____		
	(iv)	Day and Boarding-Boys/Girls/Mixed _____		
	(v)	Integrated school _____		
	(vi)	Special Needs school _____		tick whichever is applicable
11. School Registration No. (MoEST) _____
 - a. Full _____
 - b. Provisional _____ Expiry date: _____
12. Name of School Head: _____
13. TSC No. _____
14. Name of Manager(for Private Schools); _____
15. Qualifications: _____
16. Current Enrolment in Form Three: _____ Year: _____
17. Re- registration of schools
 - 17.1 Current Registration Number _____ New Registration Number _____
 - 17.2 Reasons for Re-Registration _____
 - 17.3 Number of candidates _____
18. Indicate by ticking from the list below the optional subjects being offered in your school for K.C.S.E. and the maximum number of candidates in each subject.

S.NO	SUBJECT NO.	NAME	NO. OF CANDIDATES PER SUBJECT
1.	121	Maths (Option "A")	
2.	122	Maths (Option "B")	
3.	231	Biology	
4.	232	Physics	
5.	233	Chemistry	
6.	236	Biology for the Blind	
7.	237	General Science	
8.	311	History & Government	
9.	312	Geography	
10.	313	C.R.E	
11.	314	I.R.E	
12.	315	H.R.E	
13.	441	Home Science	
14.	442	Art & Design	
15.	443	Agriculture	
16.	444	Woodwork	
17.	445	Metal Work	
18.	446	Building Construction	
19.	447	Power Mechanic	
20.	448	Electricity	
21.	449	Drawing & Design	
22.	450	Aviation Technology	
23.	451	Computer Studies	
24.	501	French	
25.	502	German	
26.	503	Arabic	
27.	504	Kenyan Sign Language	
27.	511	Music	
28.	565	Business Studies	

19. We certify that the information given above is correct to the best of our knowledge and that the school has spacious room to accommodate **1.22 meters spacing**, sufficient desks, lockers/chairs, materials and laboratory equipment to conduct the examination.

Name of Head teacher: _____

Signature: _____ Date: _____

Name of Manager: _____

Signature: _____ Date: _____

PART II: To be completed by the Sub County Director of Education

I confirm that the school has been **inspected and is registered by the Ministry of Education (MoE)** and authority has been given to prepare candidates in the subjects shown above. The school has adequate facilities to prepare the candidates as per the KCSE Regulations and Syllabuses.

NAME OF SCDE: _____ DESIGNATION: _____

TELEPHONE: _____ MOBILE NO: _____

EMAIL ADDRESS: _____

NAME OF SUB COUNTY: _____

SIGNATURE: _____ DATE: _____

OFFICIAL STAMP:

