



# 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/KCSE/REG/CNR/018/002

20<sup>th</sup> March, 2018

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

(ii) *All Headteachers*

RE: **2018 KCSE 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 KCSE examination commenced on **15<sup>th</sup> January, 2018** and closed on **7<sup>th</sup> March, 2018**.

After the closure of the exercise, KNEC embarked on updating the registration data based on headteachers' 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

Upon receipt of the nominal rolls from the schools, the Council has effected the corrections as indicated by the school and the registration data can now be confirmed.

All Headteachers are therefore asked to view the nominal rolls online to confirm that all eligible candidates are correctly registered and correct data has been captured for every candidate. The headteachers 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 and online.
- 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 names are correctly **spelt** with the desired order of name.

**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@kneac.ac.ke](mailto:exams@kneac.ac.ke); **Website:** [www.kneac.ac.ke](http://www.kneac.ac.ke)

- 2.7 Candidate's gender, year of birth and birth certificate number is correct (where applicable).
- 2.8 All candidates have photographs and that they are captured against the correct candidate.
- 2.9 Accuracy of registration details for candidates with **Special Needs** as per registration regulations.
  - 2.9.1 Blind candidates – Braille papers.
  - 2.9.2 Deaf candidates – Kenya Sign Language **(S)**.
  - 2.9.3 Candidates with low vision – Large print papers **(L)**.
  - 2.9.4 Physically challenged candidates.

**Headteachers should give special attention to the registration of candidates with special needs due to the sensitivity of provision of special materials.**

- 2.10 Parents/guardians are involved in the exercise of verifying the data, to avoid complaints on names and subject choices. KCPE certificate **MUST** be used for verification of names.
- 2.11 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.
- 2.12 **Any new entries added in the nominal roll must be accompanied by a letter explaining the reason for late submission.**
- 2.13 Schools that registered their candidates in other examination centres must liaise with the host centre to confirm that the candidates are registered.
- 2.14 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)**.
- 2.15 The SCDE should ensure all private candidates sign against their names and all documents including deposit slips and photographs are submitted
- 2.16 After 5<sup>th</sup> April 2018, headteachers 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 roll. All corrections are indicated in **RED INK** and in **CAPITAL LETTERS** (in the case of names) on the nominal roll.



### 3.0 RETURN OF NOMINAL ROLLS

- 3.1 Headteachers and Sub County Directors of Education (for private candidates) 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**

