



# 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/GEN/EA/EM/TE/REG/2018/001

1<sup>st</sup> August, 2018

To: i) County Directors of Education, MoE  
ii) Sub County Directors of Education – MoE  
iii) Directors of Adult and Continuing Education, MoE  
iv) Sub County Directors of Adult and Continuing Education  
v) Principals/Directors of Teacher Training Colleges Presenting Candidates for 2019 Teacher Education Examinations

**SUBJECT: GENERAL GUIDELINES FOR REGISTRATION OF THE DIPLOMA IN TEACHER EDUCATION (DTE), DIPLOMA IN SPECIAL NEEDS EDUCATION (SNE), PRIMARY TEACHER EDUCATION (PTE) AND TEACHER CERTIFICATE IN ADULT EDUCATION (TCAE) EXAMINATIONS**

## 1.0 DATES FOR DTE, SNE, PTE AND TCAE EXAMINATIONS

*Table 1: Key Dates for DTE, SNE PTE AND TCAE Examinations*

| ACTIVITY  | PERIOD   |   |   |
|---|--|---|---|
|   | PTE/TCAE   | DTE   | Diploma in SNE                                |
| Activation of the Registration Platform                       | 1 <sup>st</sup> September                            | 1 <sup>st</sup> September                     | 1 <sup>st</sup> September                     |
| Online registration   | 1 <sup>st</sup> September - 15 <sup>th</sup> October | 1 <sup>st</sup> to 30 <sup>th</sup> September | 1 <sup>st</sup> to 30 <sup>th</sup> September |
| Return of registration materials to KNEC by Colleges          | 16 <sup>th</sup> to 30 <sup>th</sup> October         | 1 <sup>st</sup> to 15 <sup>th</sup> October   | 1 <sup>st</sup> to 15 <sup>th</sup> October   |
| Assessment of candidates with special needs.                  | January -May   | January -February                             | January -February                             |
| Recruitment of field officers and supervision personnel       | June   | February                                      | March   |
| Assessment of Teaching Practice                               | June   | June/July                                     | July  |
| Briefing and Sensitization of Field Officers and Stakeholders | July   | February                                      | March   |
| Administration of Examinations                                | July   | March   | April   |
| Release of examination results                                | September  | August  | August  |
| Handling of queries after Release of examination results      | September-October                                    | September                                     | September                                     |
| Dispatch of Previous Year's certificates                      | February   | January                                       | January                                       |

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

## 2.0 GUIDELINES FOR REGISTRATION OF DTE, SNE, PTE AND TCAE EXAMINATIONS

- 2.1 The instructions on registration of candidates for the Teacher Education examinations are based on the **user guide for the management of Examinations-Teacher Education examinations** which gives the guidelines and procedures required for the registration of candidates. Registration of candidates is carried out online. These instructions must be studied carefully and understood before undertaking the registration exercise.
- 2.2 All examination centres are expected to log into the KNEC website: [www.knec-portal.ac.ke](http://www.knec-portal.ac.ke) platform and enter the candidates' details using the examination centre registration password.
- 2.3 After all the information for the candidates has been uploaded online, the **college principals must re-check the online report thoroughly** to ensure that it is accurate. The head of institution **must then download the registration nominal roll for candidates to verify their registration details. Once the candidates have confirmed their registration details and signed against their index numbers/names, the Principal must sign and stamp** the nominal roll on the spaces provided and indicate all other details required in the nominal roll after verification.
- 2.4 The minimum candidature that an examination centre is allowed to present for the examination is **ten (10)** candidates per course.
- 2.5 All Examination fees must be paid through the KNEC fees collection accounts in the following banks: -
  - 2.5.1 **Co-operative Bank;**
  - 2.5.2 **National Bank of Kenya;**
  - 2.5.3 **Equity Bank;**
  - 2.5.4 **Kenya Commercial Bank.**

## 3.0 ENTRIES FOR CANDIDATES WITH SPECIAL NEEDS

- 3.1 The Kenya National Examinations Council has categorized the candidates with special needs as follows:-
  - 3.1.1 Visually impaired - low vision and blind candidates;
  - 3.1.2 Hearing impaired candidates;
  - 3.1.3 Physically challenged candidates;
  - 3.1.4 Mentally Challenged.

- 3.2 Information on the above candidates giving details of index number, papers registered for and degree of impairment must be captured during registration.
- 3.3 Depending on the degree of impairment the Council will facilitate the candidates appropriately upon receipt of supporting evidence from competent medical authority.
- 3.4 Heads of Institutions and Sub County Directors of Education are advised to carefully select the category for each individual candidate and enter the information in the form for candidates with special needs.
- 3.5 This form should be downloaded from the KNEC website and then completed only after the Head of Institution has adequate evidence of the disability of the candidate(s). The form should be submitted together with registration documents. The entries must be accompanied by:
- 3.5.1 a recent and detailed medical report from a **recognized medical doctor/practitioner**;
  - 3.5.2 a full size colored photograph for physical disability cases;
  - 3.5.3 a detailed report from the EARC officer on the ability of the candidate;
  - 3.5.4 a detailed report from the Head of Institution indicating whether or not the candidates will require any **form of assistance** from KNEC during the examination and details of the **nature of assistance** that the candidates may require;
  - 3.5.5 a detailed report from the Head of Institution on the kind of assistance given to the candidate during the internal examinations sessions.

### 3.6 **Candidates with Low Vision**

Candidates with low vision will require Large Print papers. Heads of Institutions and SCDE's should note the following:

- 3.6.1 the large print papers will be available in **N18** print only;
- 3.6.2 the large print papers will be the exact copy of the papers for sighted candidates. Candidates entered for large print papers must therefore follow the same regulations and syllabuses applicable to the sighted candidates.

## 4.0 **UPLOADING OF PHOTOGRAPHS OF THE CANDIDATES**

- 4.1 All candidates are required to upload coloured passport size photographs online during entry /keying of the candidates' registration details. The specification of the photograph is as follows:

- 4.1.1 Must be in colour (at least 24 bits per pixel);
- 4.1.2 The size of the photograph should be 45mm by 35mm in JPEG format (.jpg extension) or PNG format;
- 4.1.3 The photograph should not be compressed;
- 4.1.4 Only digital photos will be accepted;
- 4.1.5 The image must contain full face, neck, and shoulders of the candidate;
- 4.1.6 The candidate in frontal view with a neutral, non-smiling expression and with eyes open, unobstructed and directed at the camera.
- 4.1.7 All facial features must be visible and unobstructed.
- 4.1.8 The image must be taken within 6 months of the submission date.

4.2 No photographs in electronic form or CD shall be submitted to KNEC for action during the registration process.

#### 4.3 Return of Registration Materials

All examination centres must submit the following documents to KNEC upon completion registration:

- 4.3.1 Signed nominal rolls;
- 4.3.2 Candidates with special needs records;
- 4.3.3 Bank deposit slips for fees payment.

*Colleges are instructed to refer to the User Guide for the management of Examinations- Teacher Examinations for more comprehensive information on the registration and management of the 2019 Teacher Examinations process.*



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