



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



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Ref: KNEC/GEN/EA/EM/PE/REG/2017/001

9th July, 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 ECDE Examinations

SUBJECT: GENERAL GUIDELINES FOR REGISTRATION OF THE EARLY CHILDHOOD DEVELOPMENT EDUCATION EXAMINATIONS

1.0 DATES FOR EARLY CHILDHOOD DEVELOPMENT EDUCATION EXAMINATIONS

Table 1: Key Dates for ECDE Examinations

Activity	ECDE
Activation of the Registration Platform	1 st August 2018
Online registration	1 st August - 15 th September 2018
Return of registration materials to KNEC by Colleges	20 th -30 th September 2018
Assessment of candidates with special needs.	January –February 2019
Recruitment of field officers and supervision personnel	February 2019
Assessment of Teaching Practice	March 2019
Briefing and Sensitization of Field Officers and Stakeholders	March 2019
Administration of Examinations	April 2019
Release of examination results	May 2019
Handling of queries after Release of examination results	June 2019

2.0 GUIDELINES FOR REGISTRATION OF ECDE EXAMINATIONS

2.1 The instructions on registration of candidates for the ECDE examinations are based on the **Regulations and Syllabuses for specific examinations** which give 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 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 and SCDE's for Proficiency examinations in ECDE 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. Prisons and institutions presenting candidates with special needs are exempted from this regulation.

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:

- i) a recent and detailed medical report from a **recognized medical doctor/practitioner**;
- ii) a full size colored photograph for physical disability cases;
- iii) a detailed report from the EARC officer on the ability of the candidate;
- iv) 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;
- v) 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:

- i) Must be in colour (at least 24 bits per pixel);
- ii) The size of the photograph should be 45mm by 35mm in JPEG format (.jpg extension) or PNG format;

- iii) The photograph should not be compressed;
- iv) Only digital photos will be accepted;
- v) The image must contain full face, neck, and shoulders of the candidate;
- vi) The candidate in frontal view with a neutral, non-smiling expression and with eyes open, unobstructed and directed at the camera.
- vii) All facial features must be visible and unobstructed.
- viii) 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 Teacher Examination for more comprehensive information on the 2018 registration and management of the ECDE examination process.



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