



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

KNEC/GEN/R&QAS/A&R/EQN/16/0004

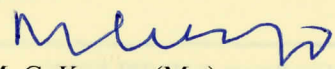
26th October 2016

GUIDELINES ON EQUATION OF FOREIGN CERTIFICATES (REVISED EDITION IV).

- 1.0 The **Kenya National Examinations Council (KNEC)** equates school and post school certificates. The conditions for equation are as outlined below:-
- 1.1 Such certificates should have been awarded by an accredited examining board or an institution mandated by law to offer the examination and certificates.
 - 1.2 Institutional based certificates/courses (local or International) similar to those offered by KNEC are not equatable.
 - 1.3 For any equation to be undertaken by KNEC, the applicant must have met the entry requirements of the equivalent course(s) offered by KNEC at the time e.g. if someone has taken an equivalent of a **P1 course outside** the country and seeks equation, they must have attained the Kenyan equivalent entry qualification required for the course for their certificates to be equated by KNEC;
 - 1.4 Clients seeking equation of Advanced level certificates must provide "O" level certificate and the two certificates **must** be submitted to the Council when seeking equation.
 - 1.5 Clients who sat for the KCSE examination and are applying for equation of Advanced Level certificates must have had KCSE mean grade of **C (plain)**.
 - 1.6 The applicant must have covered the subjects that are mandatory for one to satisfy the awarding rules e.g. for a certificate to be equated to KCSE, the applicant must have sat for 7 (seven) subjects including Mathematics, a language i.e. English, two Sciences, one Humanity.
 - 1.7 The applicant must have been under formal instruction for the appropriate number of years/contact hours of study at that particular level as per the KNEC requirements.
 - 1.8 All foreign examinations/courses taken locally or internationally but not done in the country of origin of the said examination/course are not equatable to KNEC qualifications.
 - 1.9 All courses undertaken through correspondence/distance learning have no equivalence to any KNEC qualification because contact hours by a learner are a requirement by KNEC.
 - 1.10 All persons holding foreign qualifications and seeking to join any educational institution (School and Post school) offering KNEC examinations **must** get an equation/equivalence from KNEC before joining the said institution.
 - 1.11 Any person seeking an equation/equivalence and holding a certificate written in any language other than English or Kiswahili **must** have the certificate translated by the Embassy of their respective country or Alliance Francaise for certificates written in French or any other recognized institution for other languages.
 - 1.12 All certificates submitted for equation/equivalence must be verified or confirmed by the Examinations Board that issued the certificate. The confirmation/verification of results should be sent by the Examination Board directly to the Chief Executive Officer, KNEC through this email address, ceo@kneec.ac.ke
- 2.0 Once the person seeking equation of a certificate has met the above conditions, then he/she will be required to provide the following information:-

- 2.1 Write a request letter addressed to the **Chief Executive Officer, Kenya National Examinations Council, P. O Box 73598- 00200 City Square, Nairobi**; stating the reason for equation and give the postal address of the institution or organization which requested for the equation. Secondary School principals seeking for equation of primary school certificate should state the year the student joined the school, at what level and the current level.
- 2.2 The *original certificates and birth certificate for equation of primary school certificates whose owners are minors* (these will be returned to the owner after the verification exercise).
- 2.3 Photocopies of all the original certificates.
- 2.4 A leaving certificate/school leaving testimonials from the institution attended during the course for each certificate presented for equation and the preceding certificates. A client seeking for equation of Secondary School Level must produce the Primary level certificate.
- 2.5 A letter by the Embassy/Ministry of Education of the country where the certificate originated from giving a detailed report on the accreditation status of the examination board which issued the certificate;
- 2.6 **Kenya shillings three thousand, four hundred and eighty (Kes 3,480/=) (inclusive of 16% VAT)** will be charged for equation of each foreign certificate.
- 2.7 **Kenya shillings three thousand, four hundred and eighty (Kes 3,480/=) (inclusive of 16% VAT)** will be charged for evaluation of each KNEC awarded certificate sent outside Kenya. **Kenya shillings one thousand, one hundred and sixty (Kes 1,160/=) (inclusive of 16% VAT)** will be charged for evaluation of each KNEC awarded certificate sent within Kenya.
- The applicant will deposit the amounts in the **General Transactions account** in any of the four bank accounts given below using the KNEC deposit slips available at the banks:-
- | | |
|-------------------------------------|----------------|
| 2.7.1 Cooperative Bank of Kenya Ltd | 01136030120307 |
| 2.7.2 National Bank of Kenya Ltd | 01001-60314300 |
| 2.7.3 Kenya Commercial Bank | 1116686937 |
| 2.7.4 Equity Bank | 047-0294988491 |
- 2.8 Applicants are advised not to pay for the service of equation before their documents are verified by the Kenya National Examinations Council.
- 2.9 The applicant should forward the deposit slip with the application for equation to the Equations Office, KNEC.
- 2.10 In case the applicant requests for the equated certificate to be faxed/emailed, the applicant should provide the fax number/email address and a fee of **Kenya shillings one thousand, three hundred and ninety two shillings (Kes 1,392/=)** for this service.
- 2.11 Money deposited for the purpose of equating a certificate (deposit slips) are only valid if submitted to KNEC within **twelve (12) months** after banking.
- 2.12 Where necessary, the applicant requesting for equation should also provide the following documentary evidence:-
- 2.12.1 A copy of the syllabus to show the course content;
- 2.12.2 A letter from the examining board/institution giving details of the mode of assessment/evaluation i.e. Formative and/or summative assessment.
- 3.0 **Note that the equation letter is meant for use by the institution to which it is addressed to, and therefore SHOULD NOT be given or copied to the candidate/parent or guardian.**
- 4.0 KNEC will **only** equate certificates where a **method (formula)** for conversion exists and where the curriculum followed is known to KNEC.
- 5.0 Please note that the KNEC rules and regulations governing equation/equivalence of certificates are subject to change without **Notice**.

Enquiries for further clarification may be sent to the **Chief Executive Officer**, Kenya National Examinations Council or visit our website at www.knec.ac.ke.


M. G. Karogo (Ms.)

Ag. CHIEF EXECUTIVE OFFICER