



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/RES/ARC/ADV/05/003

16th January 2018

GUIDELINES ON APPLICATION FOR EXAMINATION RESULTS CERTIFICATION

1.0 BACKGROUND

The Kenya National Examinations Council (KNEC) started implementing the policy on issuance of examination results certification letters starting from February 2018.

2.0 THE CONDITIONS FOR APPLICATION FOR CERTIFICATION LETTER are as follows:-

- 2.1 Examinations results certification letter will be issued to an applicant who has done a KNEC examination.
- 2.2 Applicants are expected to complete an application form when requesting for an examination results certification letter and submit it to the Chief Executive Officer, Kenya National Examinations Council, P.O. Box 73598-00200, City Square, Nairobi. The form can be obtained from the KNEC Archives and Records offices, Mitihani House, Mombasa Road or downloaded from the KNEC website www.knec.ac.ke.

3.0 REQUIRED DOCUMENTS

- 3.1 Copy of certificate(s) or Result slip(s). Result slips are applicable for all examinations **except CPE & KCPE** up to **year 2012**; (**KCPE result slips** from **year 2013** printed from the KNEC website/system are acceptable). (**Mandatory**)
- 3.2 Letter of recommendation addressed to CEO, KNEC from the head teacher of school attended or from CDE/SCDE for private candidates and for candidates whose schools have closed down/changed status. (**Original**) (**Mandatory**)
- 3.3 Police Abstract indicating loss of certificate(s). (**Original**) (**Mandatory**)
- 3.4 Sworn legal affidavit on certificate loss; (**Original**) (**Mandatory**)
- 3.5 Letter of recommendation addressed to KNEC from employer (where applicable); (**Original**)
- 3.6 Copy of National ID/Passport or Birth certificate for those under 18 years with a copy of National Identity Card for at least one parent/official guardian. (**Mandatory**)
- 3.7 KNEC Bank Deposit slips: Submit the **original computer generated bank slips together** with the **handwritten** copy. (**Original**)

4.0 PASSPORT PHOTOGRAPH

The applicant will be required to submit **one colour passport** size photograph.

5.0 DETAILS OF FEES PAYABLE

- 5.1 The fees required for examination results certification letter is **KES 5220/= (five thousand two hundred and twenty only)** inclusive of VAT per examination results certification letter;
- 5.2 The fees should be paid at the KNEC collection accounts in the following banks:

(i) Equity Bank	(iii) National Bank of Kenya
(ii) Co-operative Bank of Kenya	(iv) Kenya Commercial Bank

(KNEC bank deposit slips are available in these banks. General bank deposit slips are not acceptable)

6.0 COLLECTION OF THE EXAMINATION RESULTS CERTIFICATION

- 6.1 Examination results certification letter shall be collected **in person** by the **owner** upon presentation of the original National Identity Card/Passport. Minors should be accompanied by one of the parents/official guardians with their original National Identity Card and original birth certificate of the minor.
- 6.2 Examination results certification letters that shall **NOT** have been collected within **TWO (2)** years from the date of application will be disposed of without further communication and **NO** refund shall be given.

7.0 FURTHER INFORMATION

- 7.1 Applicants are advised **NOT** to make any payment before their documents are verified by KNEC.
- 7.2 The examination results certification once issued is **NOT replaceable**.
- 7.3 KNEC does **NOT** accept Cheques/Money orders/Postal orders.
- 7.4 Processing of Examinations results certification takes **sixty (60) days**
- 7.5 For Post School Examinations (Business, Technical & Teacher) all **the** copies of result slips of modules/parts for the modular courses sat **MUST** be attached.
- 7.6 Clients **MUST** prove that their certificates are **lost/destroyed** before applying for examination results certification letter.
- 7.7 Incomplete application forms will be declined.
- 7.8 Applicants who do **NOT** meet the requirements for issuance of examination results certification letter but have paid, shall be refunded the money upon presentation of **all** original bank slips. The bank slips must be presented within **twelve (12) months** from the date of deposit.
- 7.9 Bank slips presented after the **twelve (12) months** from the date of banking will **NOT BE ACCEPTED** and there will be **NO REFUND**
- 7.10 The Names on the National ID/Passport/Birth certificate **MUST** match with those used during the examination. Applicants who have changed their names legally **MUST** attach the legal documents used to change the name. E.g. marriage certificate for women or the copy of Kenya gazette in which the changed name appears. (**Original**). Sworn affidavits are **NOT** acceptable.
- 7.11 A Confirmation from the registrar of persons on the identity of the applicant **MUST** be obtained and submitted to KNEC at the point of application; (**Original**)
- 7.12 Applications with differing examination details will be declined.

- 8.0 Further enquiries may be sent to the Chief Executive Officer, Kenya National Examinations Council; Attention: **Head of Section, Archives and Records.**



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Ag. CHIEF EXECUTIVE OFFICER