

THE KENYA NATIONAL EXAMINATIONS COUNCIL



ONLINE SYSTEM FOR CONTRACTED PROFESSIONALS (SUPERVISION AND INVIGILATION) BRIEFING NOTES

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1.0. INTRODUCTION

KNEC has automated the management of contracted professionals across the various functional business areas with a view of improving efficiency and accountability. This solution consists of a computer based system at KNEC that integrates various agencies and service providers to collect, verify and report on activities and personnel involved in the administration of national examinations (i.e. contracted professionals)

2.0. THE CONTRACTED PROFESSIONALS SYSTEM (CP2)

The contracted professionals system Link/ URL: <http://cp2.knec.ac.ke>

- 2.1 The Contracted Professionals System (CP2) is an integrated electronic system to automate the management of officers who are recruited to assist KNEC in administering the examinations.
- 2.2 The main aim of the system is to ensure that KNEC captures correct, accurate and timely details of all the personnel who are involved in the supervision, invigilation and management of examinations. This will help KNEC to efficiently process claims for payments, monitoring attendance during the examinations period, accountability for the contracted professionals involved and streamline query resolutions.
- 2.3 The system complements the current declarations forms that are signed and filled by all the personnel involved. In addition, contracted professionals data requested is stored in a central database for ease of management.
- 2.4 All Contracted professionals are required to submit their details through the platform and apply for Job/ Vacancy based on the roles they play during the administration of various examinations in regards to the supervision, invigilation and management of each specific examination.

3.0. HOW TO ACCESS, REGISTER, CAPTURE AND SUBMIT DETAILS

3.1. For first time users

First time/ new users are the contracted professionals who have never registered in the online contracted professionals system. To register online, do the following:

3.1.1. Visit the KNEC contracted professionals' web: <http://cp2.knec.ac.ke> and follow the following steps to register in the platform and their submit details.

3.1.2. Use the link/ URL <http://cp2.knec.ac.ke/> to access the contracted professional website. You can do so by typing the link on the address bar of any browser (*Firefox, internet explorer, Google chrome etc.*) or by clicking the link. The address directs the user to login page as shown in figure 1 below.

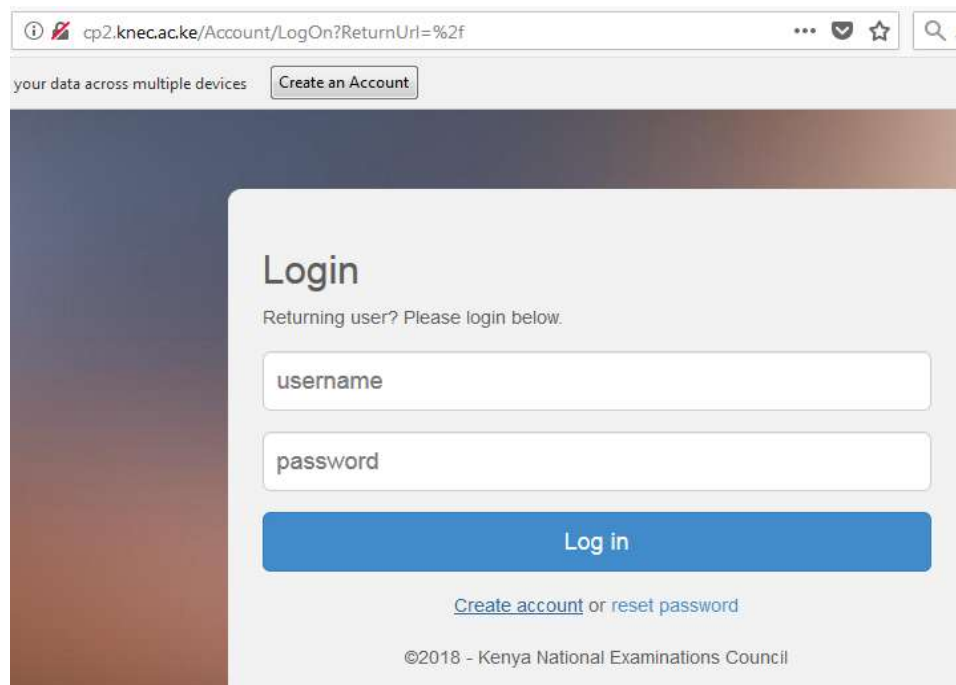


Figure 1: User Login Interface

3.1.3. Click the link: [Create account](#) to generate the interface for registering into the contracted professional system as shown in figure 2 below.

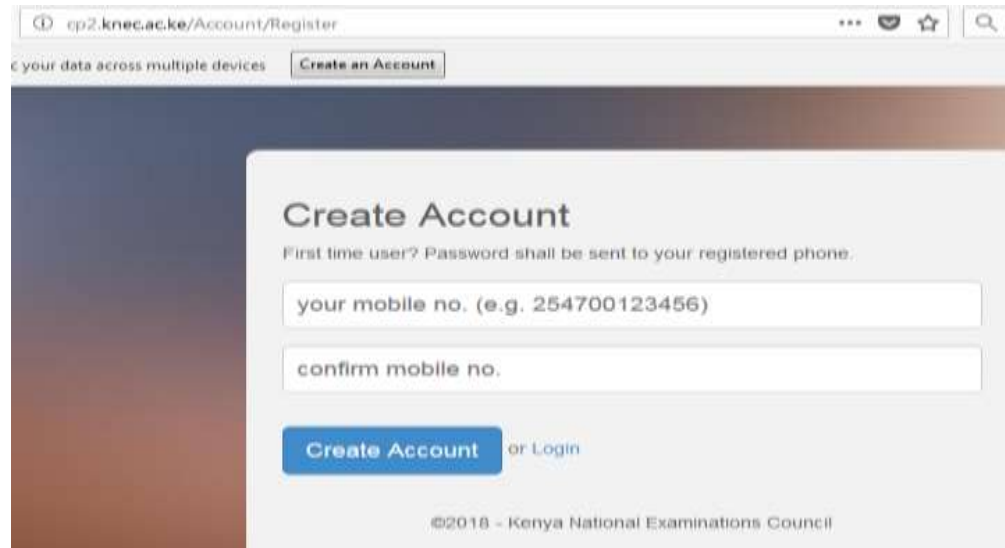


Figure 2: Creating an account (registering)

To create an account

1. Enter your mobile number as shown in figure 2 e.g. 254722645678
2. To confirm, enter the same number.
3. Click the link: [Create Account](#). You will receive the message in figure 3 below confirming that the login details (user name and password) as well as the link to access the CP2 system have been send to the phone used for creating the account.

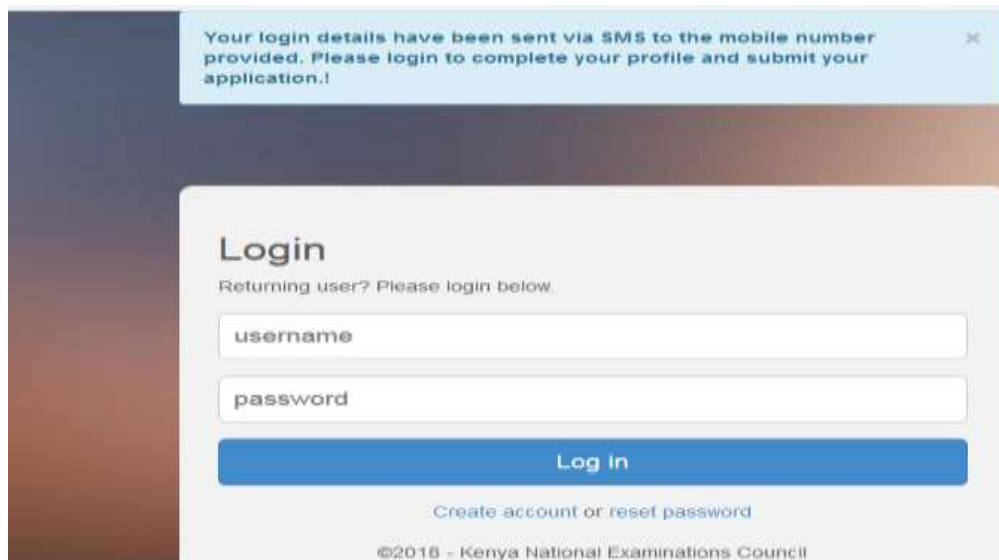


Figure 3: Login credentials feedback message

4. Confirm receipt of the login credentials from the phone number used to create the account.
5. Refer to the user manual for comprehensive guidelines on registration, system access, filling in details, application for a vacancy and submission of your details.

3.2. For existing users

Enter your **user name** and **password** as shown in figure 1. Click the link: [Login](#) to open the contracted professionals' home page for filling in missing details, updating existing details, application for a vacancy and online submission. The interface shown in figure 4 below will be generated.

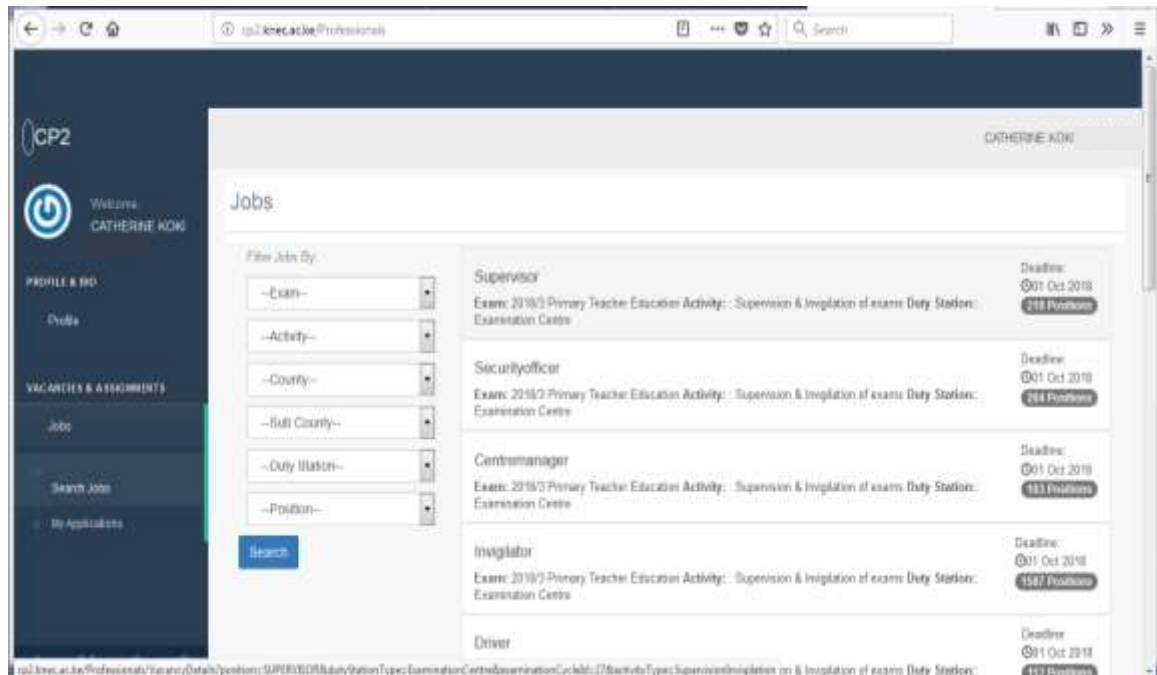


Figure 4: Existing Users home page

3.2.1. To update/ edit details

1. Click on the link [Profile](#) for the display of existing details previously captured in the system as shown in figure 5 below for viewing, editing and updating if need be.

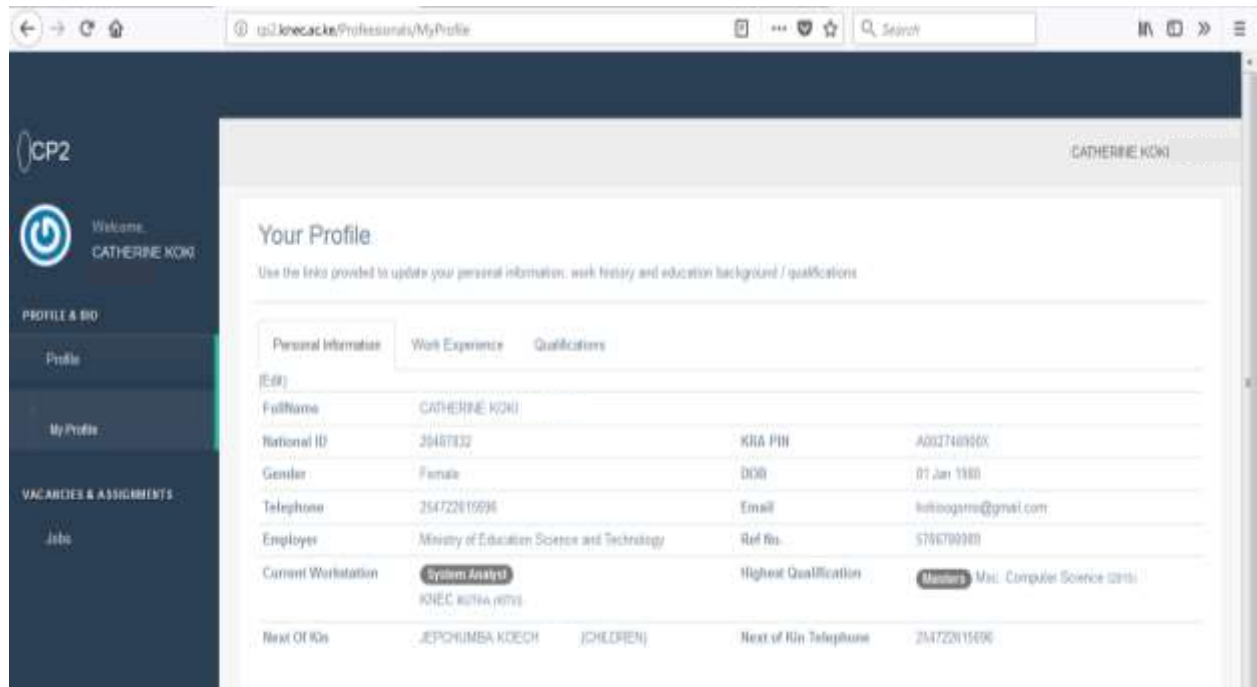


Figure 5: Profile details for contracted professional

2. Click the specific link to view specific details e.g. [Personal Information](#), [Work Experience](#) and [Qualification](#) as shown in figure 6 below.
3. Click [Personal Information](#) link to view the contracted professional bio data. Click the [Edit](#) link to enable editing and updating of the profile details displayed.
4. Click [Work Experience](#) link to view the contracted professional work experience details. Click the [Edit](#) link to enable editing and updating of the work experience details displayed.
5. Click [Qualification](#) link to view the contracted professional academic and professional qualification details. Click the [Edit](#) link to enable editing and updating of the qualification details displayed.
6. For any **additional information** e.g. new work station, qualifications etc., Click the link [Add](#) to generate the interface for capturing new details.

Your Profile
Use the links provided to update your personal information, work history and education background / qualifications

Personal Information Work Experience Qualifications

Work History (Add)

Designation	Institution	From - To	Edit Delete
System Analyst	KMCC KOTIMA (KTL)	2008 - Current	

Personal Information

Full Name: CATHERINE KONG

Employer: Ministry of Education Ref No.: 0768750988

Gender: Female DOB: 1 Jan 1980

National ID: 20487832

KRA PIN: A0027488008

Email: kotisogoma@gmail.com

Tel. No: 254722615606

Next of Kin Contact Details

Make us able to contact you in the number above.

Full Name: JEPCHUMBA KOECH

Tel. No: 254722615606

Relationship: Daughter

Figure 6: Interface for editing profile details

3.2.2. To apply for a Job/ vacancy

Select the correct information by clicking the drop down Menus under the Jobs /vacancy. Search for the selected position, select, confirm and click submit to send application.

3.3. For existing users who have forgotten their password

SMS password to 22262 and a new one will be sent to your phone. Use the password receive to login into the system.

4.0. APPLICATION FOR A JOB/ VACANCY

Contracted professionals who have successfully registered and submitted profile details are required to proceed to the next step of applying for available vacancies. Job

vacancies are grouped for selection based the specific examination, activity type, duty station, position/ designation (role), county and sub county as indicated in figure 6 below under portion “C”.

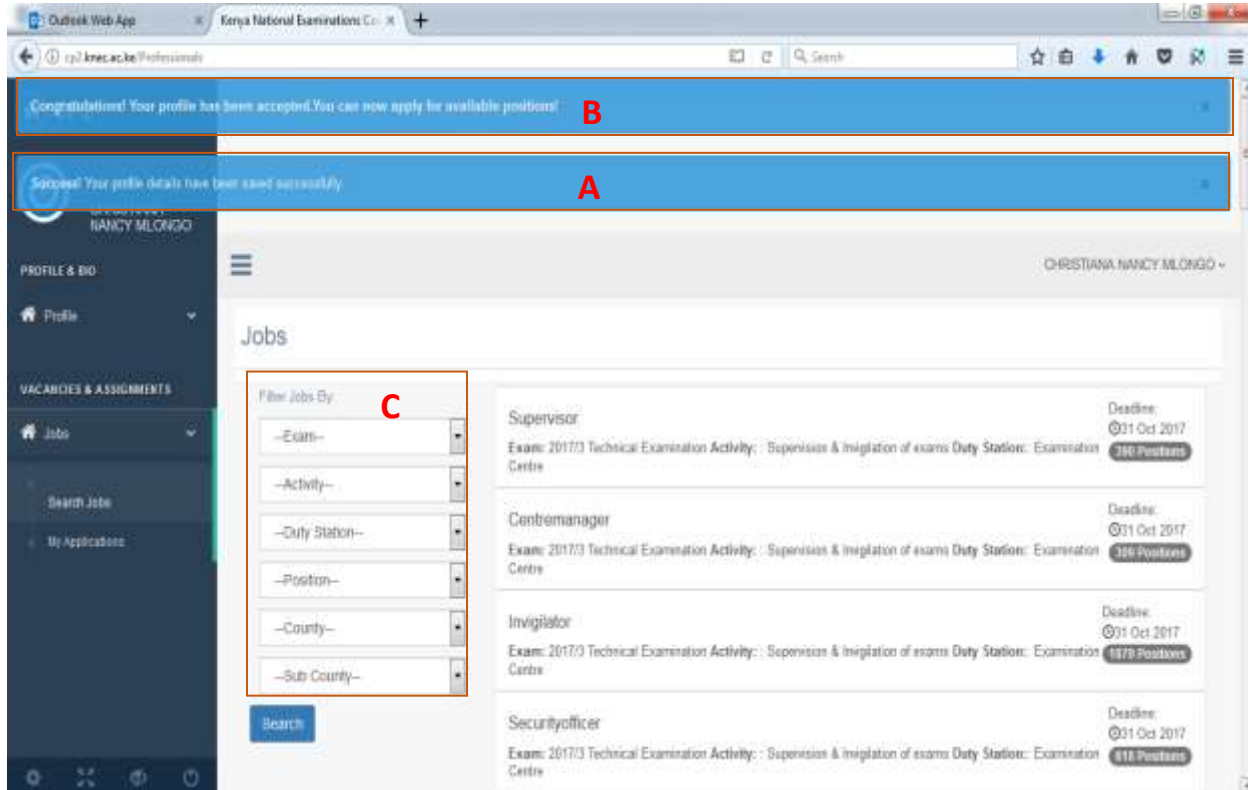


Figure 7: Job / Vacancy application interface for contracted professional

4.1.1. How to apply for a job as a contracted professional

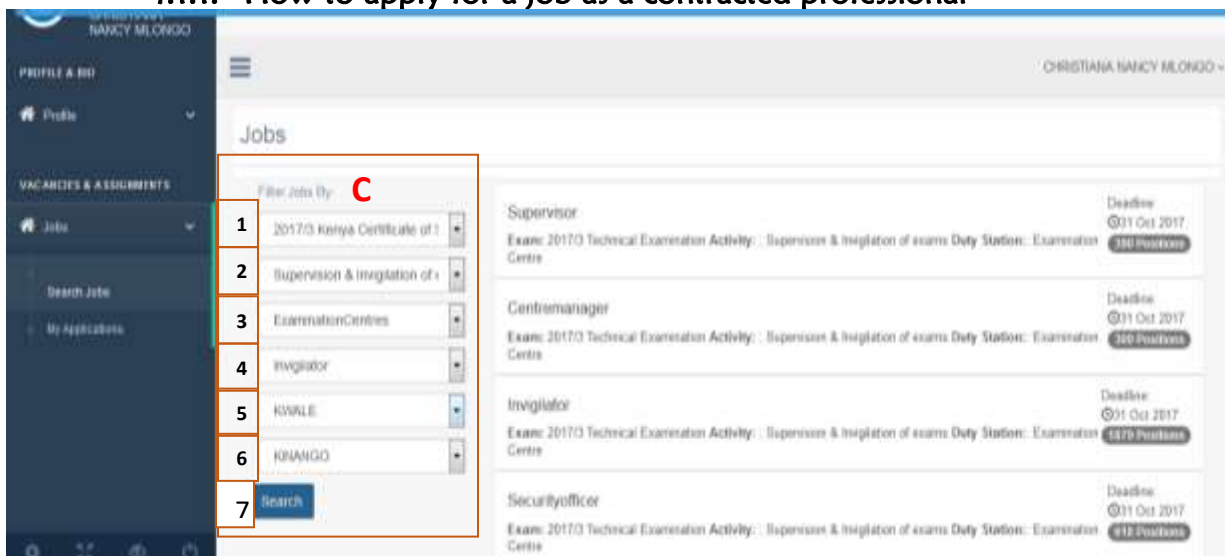


Figure 8: How to apply for a Job as a contracted professional

Select the drop downs labeled **1** to **6** under portion **C** above to perform the following tasks under each of them:

Table 1: Job selection guidelines

LABEL	EXPECTED FEEDBACK
1. Exam	Select the type of examination for your job application. <i>E.g. KCPE, KCSE...</i>
2. Activity	Select the activity that you will be overseeing. <i>Eg. Supervision and Invigilation</i>
3. Duty station	Select the venue of the activity. <i>E.g. Examination centre, distribution centre.</i>
4. Position	Select your role (Designation). <i>E.G. Centre Manager, Invigilator, Clerk...</i>
5. County	Select the County where the activity will take place. <i>E.g. Kisii, Baringo, Narok..</i>
6. Sub county	Select the specific sub county within the county that you selected in '5'
7. Search button	Click the search button to generate the specific job based on your selection.

The number of number of positions (job vacancies) available for for the selection made by a contracted professions will be displayed after clicking the search button. This is shown in figure 7 below.

4.1.2. How to View and apply for the specific job selected

The feedback message for the specific job that the contracted professional has selected showing the details and the number of positions available will be generated as shown in figure 8 below. E.g. ***“Invigilator:- Exam 2017/3 Kenya Certificate of Secondary Education, Activity: Supervision & Invigilationof exams, Duty Station: Examination Centre, Deadline 31Oct 2017, 83 positions.”***

If the details are inaccurate, for instance your meant to select and apply for supervisory position instead of invigilation, repeat the job application process.

Click on the highlighted feedback message to confirm the application for the job. The interface for confirmation will be generated as shown in figure 9 below. Proceed with the process step by step to completion.

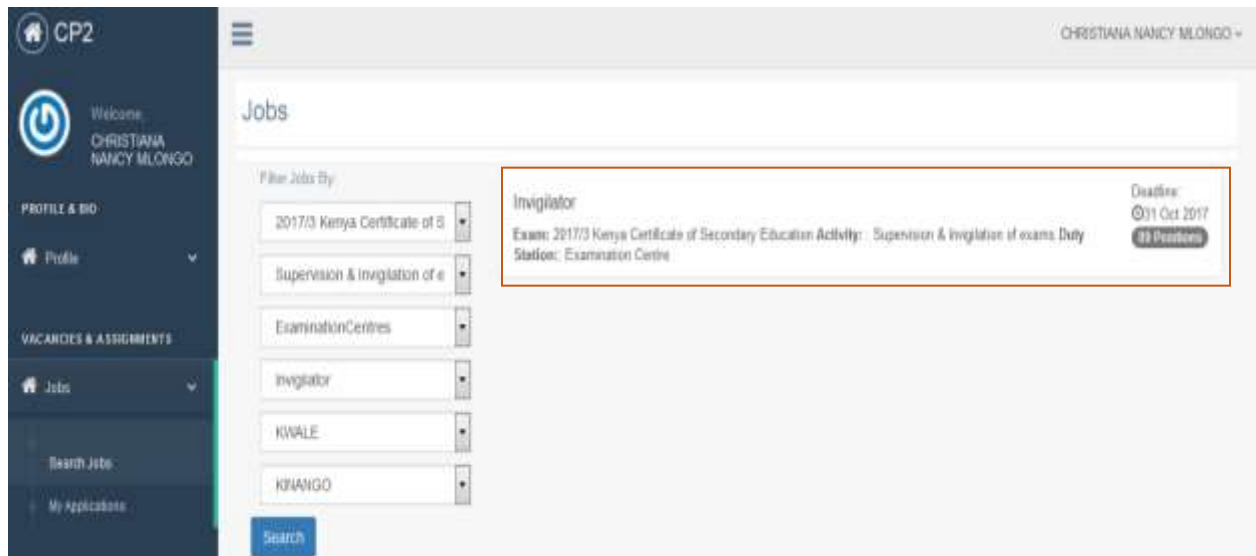
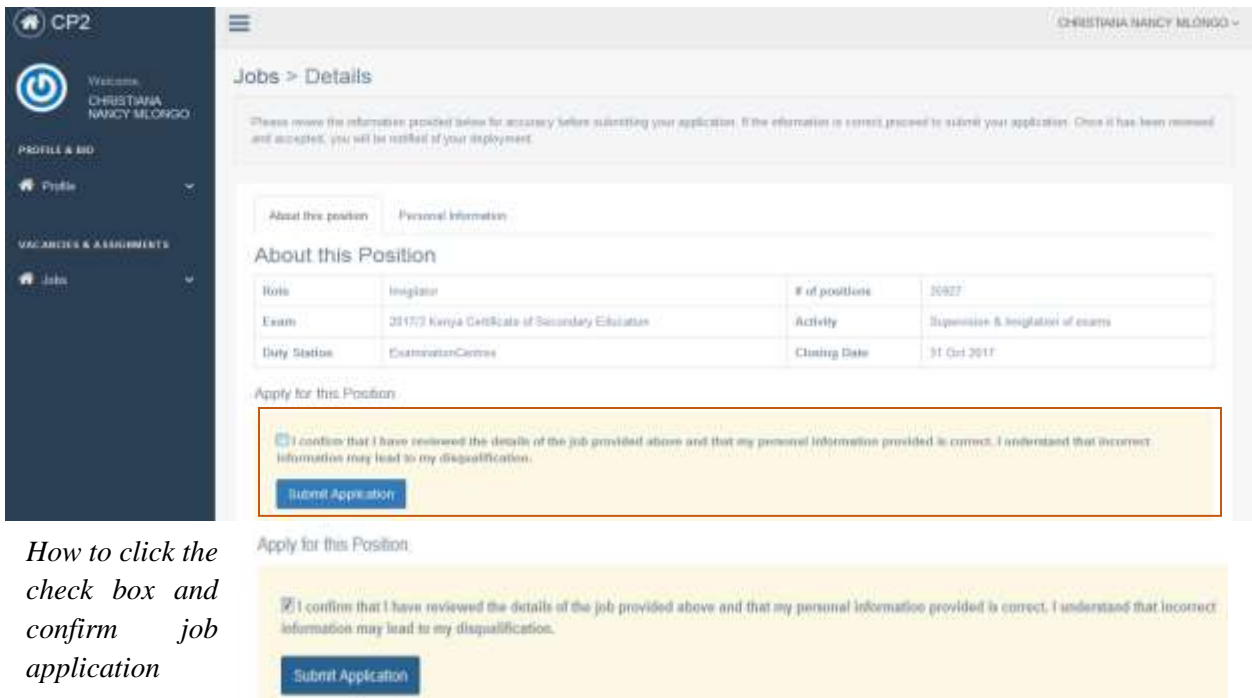


Figure 9: Positions available for the job selected by a contracted professional.

4.1.3. How to submit application for a selected job

1. Read the details displayed in figure 8 below to ensure they are accurate before submission of the job applied for. You can go back and select the correct details if need be.
2. Click the “*check box*” highlighted in figure 9 below to confirm the application for the job selected.
3. Click the “*Submit Application*” button.



How to click the check box and confirm job application

Figure 10: Submission of job application by a contracted professional.

4.1.4. Feedback for a successful submission of job application

The message “Thank you for submitting your application. The application shall be reviewed and you shall be notified shortly!” will be displayed as shown in figure 9 below.



Figure 11: Feedback message for a successfully submitted job application

4.1.5. How to withdraw an application after submission

Some contracted professionals may proceed with application and submission of details without verifying and notice they made a mistake. Eg. They selected the wrong examination or position. In this case, the application can be withdrawn by clicking the “**withdraw Application**” tab highlighted in red.

New application can be made once again following the same job application process.

4.1.6. How log out of the system

Users are reminded to ensure they log out of the system when they are done with the application process. This is to avoid unauthorized access to third party(s) who may manipulate the information.

4.2. Centre Managers

Centre Managers will also be issued with a username and password to login to the system. They will be able to view the officers assigned to their centres and subsequently record their attendance during the exam period. This attendance records will, be used to process claims for all personnel.

4.3. Teachers Service Commission (TSC) Sub County Directors

Access to the system will also be provided to the TSC Sub County Directors for purposes of reviewing deployment details, confirming attendance records and redeployment of supervisors and invigilators.

4.4. Sub County Directors Of education (SCDE)

Access to the system will also be provided to the SCDE office for purposes of reviewing deployment details, confirming attendance records and redeployment of officers (if need be).

4.5. Error messages

Always read the error messages to make corrections where necessary. For instance, if you are registering as a new user and you had registered before, the error message in figure 10 below will be displayed. Follow the instructions e.g. In this case, “send the word **PASSWORD** to **22262** to acquire your login credentials (user name and password)”.

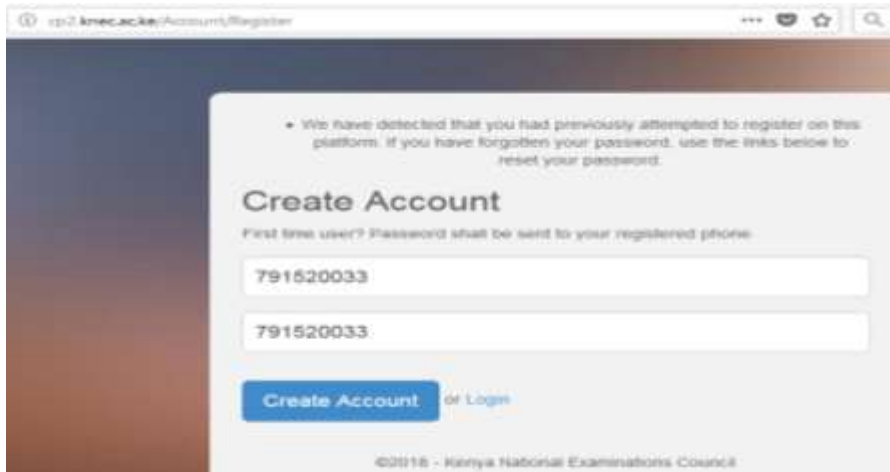


Figure 12: Error message for existing users attempting to register as new users

5.0. IMPORTANT INFORMATION

- 5.1. NOTE: payments will only be made to officers who have submitted their details through the platform.
- 5.2. A comprehensive user manual is available on the KNEC website: www.knec.ac.ke
- 5.3. Contracted professionals should keep the details submitted up to date by login into the system to update where necessary. E.g. Change of work place, title or role, academic and professional qualification where need be.
- 5.4. Contracted professional should always login into the system to apply for job vacancies available for each examination they are involved in.