



THE KENYA NATIONAL EXAMINATIONS COUNCIL

"Transforming Lives Through Quality Assessment and Credible Certification"

All official correspondence should be addressed to:
The Council Secretary/Chief Executive Officer

KNEC/EA/FA/SI/022/115

7th November 2022

TO: i) All PRINCIPALS

ii) ALL HEAD TEACHERS

SUBJECT: CIRCULAR ON UNAUTHORIZED PERSONS IN THE EXAMINATION CENTRES DURING THE CONDUCT OF THE 2022 NATIONAL EXAMINATIONS

- 1.0 Kenya National Examinations Council (KNEC) shall administer national examinations during the months of November and December 2022.
- 2.0 This is to notify you that, unauthorized persons will not be allowed in the examination centres during the times indicated below:-
 - 2.1 KCPE and KPSEA from 7.00 am to 2.00 pm;
 - 2.2 KCSE from 7.00 am to 3.00 pm.
- 3.0 The following are the authorized persons expected in the examination centres:-
 - 3.1 Centre Manager;
 - 3.2 Deputy Principal/Headteacher;- where an examination centre has more than one deputy then the centre manager shall designate one deputy to assist him/her;
 - 3.3 Supervisor(s);
 - 3.4 Invigilator(s);
 - 3.5 Gatekeeper;
 - 3.6 Laboratory technician and science teacher only during practicals;
 - 3.7 Authorized support staff to prepare meals for candidates who will strictly restrict their movements to the Kitchen.
- 4.0 The Centre Manager should prepare a list of authorised centre staff at the start of the examination as guided by the list above. The list should indicate the Name, ID Number, TSC Number for teaching staff, Telephone number, Designation/Role, and Teaching subject as shown in the table below. The list must be availed to the monitoring officers:

#	Name	ID. No	TSC No. (for teaching staff)	Phone No.	Teaching Subject (for teaching staff)	Designation/Role
4.1						
4.2						

HEAD OFFICE: The New Mitihani House, Popo Road, South C, 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: ceo@kneec.ac.ke; **Website:** www.kneec.ac.ke

- 5.0 The list must be approved by the TSC Sub County Director and the Sub County Director of Education.
- 4.0 Thank you for your continued support in the management of national examinations.



Dr. David Njengere, MBS
CHIEF EXECUTIVE OFFICER

c.c.

- | | |
|---|--|
| i) The Cabinet Secretary,
Ministry of Education,
Jogoo House,
NAIROBI | v) The TSC County Directors |
| ii) The Secretary/Chief Executive
Teachers Service Commission
Private Bag
NAIROBI | vi) The County Directors of Education |
| iii) Regional Directors of Education | vii) Sub County Directors of Education |
| iv) Sub County Director
TSC Regional Directors | viii) TSC Sub County Directors |