



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 is ISO 9001:2015 Certified

REF: KNEC/TVET AA/REG/2024/002

10th June 2024

- TO:**
- i) Regional Directors of Education - (MoE)
 - ii) Regional Directors of TVET – (MoE)
 - iii) County Directors of Education – (MoE)
 - iv) County Directors of Education – (TVET)
 - v) County Directors of Education – (TSC)
 - vi) Sub County Directors of Education
 - vii) Heads of Post Schools Training Institutions presenting candidates for year 2024 and 2025 Business and Technical Examinations

INSTRUCTIONS FOR THE REGISTRATION AND ADMINISTRATION OF CANDIDATES FOR YEAR 2024/2025 BUSINESS AND TECHNICAL EXAMINATIONS

Registration of candidates for all examinations offered by the Kenya National Examinations Council is done online (access via <https://www.knec.ac.ke/our-portals/>). Consequently, registration of candidates for November 2024 Business and Technical examinations is ongoing while that for the year 2025 will be done online and candidates will be registered through their respective institutions.

1.0 REGISTRATION FOR NOVEMBER 2024, MARCH & JULY 2025 AND EXAMINATION DATES FOR 2024-2025

Table 1 shows the key dates for activities in the 2024 and 2025 Business and Technical examinations period.

Table 1: Business and Technical Examination 2024 and 2025 Dates for Key Activities

	Activity	November 2024 Series	March 2025 Series	July 2025 Series
1.1	Registration period for institutional candidates including Business Single and Group subjects	8 th July to 6 th Sep 2024	1 st Nov to 10 th Jan 2025	1 st March to 9 th May 2025
1.2	Last day for submission of Course Work Assessment (CWA) and Project Marks	25 th October 2024	28 th February 2025	30 th June 2025
1.3	Collection of Advance Instructions (Practical)	14 th October 2024	14 th February 2025	13 th June 2025
1.4	Planning for hospitality practical papers	13 th Nov 2024	12 th March 2025	16 th July 2025
1.5	Period for Practical and Theory examinations	18 th Nov to 6 th Dec 2024.	17 th Mar to 4 th April 2025	21 st Jul to 8 th Aug 2025
1.6	Keying of Milestone One	5 th to 15 th Sep 2024	10 th to 24 th Jan 2025	10 th to 15 th May 2025

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	Activity	November 2024 Series	March 2025 Series	July 2025 Series
1.7	Keying Milestone Two	16 th Sep to 4 th October 2024	24 th Jan to 15 th February 2025	16 th May to 10 th June 2025
1.8	Keying Milestone Three	5 th October to 21 st October 2024	16 th 28 th Feb 2025	11 th to 29 th June 2025.

2.0 MINIMUM CANDIDATURE

- 2.1. Heads of institutions are notified that the minimum number of candidates per examination should be **30 candidates** for them to be hosted by the institution.
- 2.2. Institutions with candidates **between 10 and 29** should identify a nearby public institution where they will be hosted. The institution shall retain their examination centre code.
- 2.3. Institutions with **less than ten (10)** candidates should transfer their candidates to another institution.

3.0 UPLOADING OF REGISTRATION DATA & FEES PAYMENTS

- 3.1. Institutions must upload the registration data by the indicated dates as shown in Table 1 above.

NB There will be no late registration period.

- 3.2. Registration materials and fees remittance documents must be submitted to the Council by either the Head of Institution or his/her nominee.
- 3.3. Please note that online transmission of registration data to KNEC and payment of the requisite examination fees does not constitute registration of a candidate for an examination. All registration conditions specified in this document must be fulfilled for one to be deemed registered for an examination.
- 3.4. Heads of institutions will be held responsible for ensuring that candidates' registration data forwarded to KNEC is accurate and complete.
- 3.5. The Head of institution should only register candidates for courses that the institution is approved to offer. They should note that candidates entered for courses that are not approved, will be **deleted** without notice.
- 3.6. All institutions must ensure that candidate's photographs are uploaded. The photographs will be used to identify candidates during administration of the examination.
- 3.7. Repeating candidates should not register to sit for the referred paper(s) and for papers in the next module in the same series.

4.0 REGISTRATION REQUIREMENTS FOR TECHNICAL EXAMINATIONS

The following are the entry requirements for Technical Examinations.

- 4.1. Institutional candidates entered for the examinations must be bonafide enrolled students and who were studying in the institution;
- 4.2. Candidates must have met the minimum examination entry requirements for the individual courses they intend to register for and as follows:
- 4.3. **Artisan Courses** - Kenya Certificate of Primary Education;
- 4.4. **National Vocational Certificate in Education and Training Option – I: Level 1 (NVCET)** - Kenya Certificate of Primary Education.

4.5. Certificate Courses

- 4.5.1. Minimum KCSE mean grade D (Plain),
- 4.5.2. KCE Division III,
- 4.5.3. EACE Division four with a minimum of a pass in the cluster subjects,
- 4.5.4. KCE Division four with a minimum of a pass in the cluster subjects,
- 4.5.5. A pass in all papers in a relevant Artisan Course or
- 4.5.6. Any other equivalent qualifications and as determined by KNEC.

4.6. Diploma Courses

- 4.6.1. Minimum KCSE Mean Grade C- (minus),
- 4.6.2. EACE Division III with minimum of credit pass in cluster subjects,
- 4.6.3. KCE Division III with minimum of credit pass in cluster subjects,
- 4.6.4. A pass in a relevant Craft/Certificate course, or
- 4.6.5. Equivalent qualifications, except where otherwise stated in the respective/individual course syllabuses.

4.7. Higher Diploma Courses

A pass in a relevant Diploma level or equivalent qualifications as determined by KNEC.

5.0 REGULATIONS FOR REGISTRATION FOR BUSINESS SINGLE AND GROUP (S & G) CERTIFICATE EXAMINATIONS

- 5.1. Heads of institutions must ensure that the candidates entered for the examination meet the examination requirements as prescribed in the KNEC 2000/2001 Business Single and Group Certificate Examination Regulations booklet. The same entry requirements apply for the TVET Single and Group Examination.
- 5.2. Candidates are not allowed to attempt a higher stage of a subject if they have not passed the lower stage of the subject or the stipulated pre-requisite.

- 5.3. Under no circumstance should a candidate be registered for two stages of the same subject at any one sitting.
- 5.4. The maximum number of subjects that a candidate can register for is **eight (08)**.
- 5.5. Heads of institutions/County Directors of Education (CDE)/Sub County Directors of Education (SCDE) must ensure that candidates only register for the subjects available during the particular examination series as per the Subject Frequency list. Examination fees will not be refunded for candidates booked for subjects that are not offered.
- 5.6. Candidates registering for Business Single & Group (BS & G) subjects in a particular examination series should not register for other examinations in the same series e.g. Business TEP, Technical, KCSE, as well examinations from other examination boards.
- 5.7. Candidates who are registering for a higher stage must attach photocopies of their certificates/result slips for the lower stages or the stipulated pre-requisite papers passed. The photocopies must be verified against the original certificates/result slips and stamped and signed by the head of institution/CDE/SCDE as being true copies of the original.

NB: The Council will not accept registration for a higher stage where proof of the lower stages passed has not been attached.

5.8. Regulations for Audio Typewriting Examinations under Business Single & Group:

- 5.8.1. Institutions intending to offer candidates for Computerized Audio- Document Processing must indicate to the Council via a separate letter that they have the necessary facilities for this subject. This should be done **one week** before the closing date for registration for each examination series;
- 5.8.2. Institutions must ensure that they receive formal approval from the Council for the examination to take place at their centre.

6.0 TECHNICAL VOCATIONAL EDUCATION & TRAINING (TVET) COURSES

- 6.1. **Technical, Vocational Education and Training (TVET) Courses-** Entry requirements for courses vary, please check the course syllabus for the **correct** entry requirements.
- 6.2. **Requirements for new Modular TVET courses for which syllabi have been developed will be communicated to institutions as soon as subject codes and names of papers are determined and approved.**
- 6.3. **If no TVET (Modular) courses have been developed, then institutions are advised to continue offering the BTEP/TEP courses.**

7.0 REGULATIONS FOR REGISTRATION FOR BUSINESS TECHNICAL EDUCATION PROGRAMME EXAMINATIONS (BTEP)

Candidates must have met the minimum examination entry requirements for the individual courses as follows:

- 7.1. **Artisan course** - Kenya Certificate of Primary Education (KCPE);
- 7.2. **Craft course** - KCSE with mean grade D plain or relevant Artisan Certificate;
- 7.3. **Diploma courses** - KCSE with mean grade C- (minus) or relevant Craft Certificate;
- 7.4. **Registration requirements for Higher Diploma in Human Resource Management (HRM):** - Candidates registering for Higher Diploma in HRM should follow guidelines as stipulated in the KNEC circular of 27th January 2014 Reference No. **KNEC/GEN/R&QA/PSE/QA/REG/2014/006**.

7.4.1. Prerequisite KNEC Diplomas for the registration for Higher Diploma in HRM are:

- 7.4.1.1. Diploma in Human Resource Management (BTEP),
- 7.4.1.2. Diploma in Management (BMC),
- 7.4.1.3. Diploma in Business Management (TVET),
- 7.4.1.4. Diploma in Labour Studies and Management (BTEP),
- 7.4.1.5. Diploma in Business Administration (BTEP),
- 7.4.1.6. Diploma in Secretarial Studies (BTEP & TVET),
- 7.4.1.7. Diploma in Legal and Secretarial Studies (BTEP),
- 7.4.1.8. Diploma in Personnel Management (BTEP),
- 7.4.1.9. Completed Single and Group examinations at Stages I, II and III in Business studies, or
- 7.4.1.10. Certified Public Accountants (CPA (K)) or Certified Public Secretaries (CPS (K)).

7.4.2. Higher Diploma Courses - Diploma in the relevant courses.

7.4.3. Institutional candidates entered for an examination must have been bona-fide enrolled students studying at the institution.

7.4.4. Heads of institutions must ensure that only those candidates who meet the minimum entry requirements for each course are registered for the examination.

7.4.5. Candidates registering for Business TEP subjects in a particular examination series should not register for other examinations in the same series, for example; Business Single & Group subjects, KCSE, or any other KNEC examination.

8.0 OTHER EXAMINATION REGISTRATION REGULATIONS

8.1. Application for Exemptions

A candidate who has passed a modular Craft level course may apply for exemption of Module I of its Diploma level course. To apply for exemption,

candidates must write to the Council seeking exemption and pay the equivalent of the full examination paper fee for the exempted module into a KNEC bank account. Candidates granted exemption must produce a copy of the exemption letter and proof of attaining the minimum entry requirements for the diploma course they registered.

8.2. Registration of Referrals

Referred candidates can register to re-sit Business TEP examinations at their former institution or any other KNEC examination centre approved to offer the referred paper. Repeaters for Business TEP and Technical examinations registered at various learning institutions should be issued with candidate index number starting with 9000 e.g. 304003/9000 for the first candidate etc. up to the last repeating candidate. Candidates will pay an additional Search Fee for each subject/unit being repeated.

8.3. ICT Practical Papers

- 8.3.1. Any institution offering an ICT practical paper must have adequate Desktop computers so that the examinations are taken in one examination session. However, where this is not possible, only **two examinations sessions** will be allowed.
- 8.3.2. There must be a ratio of one (1) printer to five (05) candidates.
- 8.3.3. Computers must be spaced 1.2 meters (4 ft.) apart.
- 8.3.4. The computers must have the software application(s) required for the paper already installed e.g. MS Office, QuickBooks, and AutoCAD.
- 8.3.5. Each computer must have a working CD/DVD writer installed.
- 8.3.6. During practical examinations, computer networks in the examination room(s) will be disabled.
- 8.3.7. Each computer must be connected to a working UPS and the computer laboratory/room must be served by a working backup generator with capacity to power all computers, printers and auxiliary devices/equipment.

9.0 KNEC EXAMINATION FEES COLLECTION ACCOUNTS

- 9.1. Payment of examination fees should be made into the Council **Fees Collection Accounts** in any of the banks listed in Table 2 below.

Table 2: **Banks with KNEC Examination Fee Collection Accounts**

	BANK
6.1.1	Co-operative Bank
6.1.2	National Bank of Kenya
6.1.3	Kenya Commercial Bank
6.1.4	Equity Bank

9.2. Relevant deposit slips must be filled. Bank slips for Business examinations should not be used for Technical examinations and vice-versa. Note that no other mode of payment will be accepted by the Council. The Original copies of the deposit slips will then be submitted to the Council.

10.0 EXAMINATION FEES FOR TECHNICAL AND BUSINESS EXAMINATIONS

Table 3 shows the examination registration fee structure:-

Table 3: 2024 – 2025 KNEC Business & Technical Examination Fee Structure

	BUSINESS EXAMS	RATES (KES)		TECHNICAL EXAMS	RATES (KES)
9.1	Single and Group Certificate		9.3	Technical /TEP/TVET	
9.1.1	Stage I		9.3.1	Artisan	
9.1.1.1	Basic Fees per candidate	1,200	9.3.1.1	Basic Fees per candidate	480
9.1.1.2	Paper Fees	500	9.3.1.2	Paper Fees	500
9.1.2	Stage II		9.3.2	Craft	
9.1.2.1	Basic Fees per candidate	1,200	9.3.2.1	Basic Fees per candidate	1,200
9.1.2.2	Paper Fees	550	9.3.2.2	Paper Fees	1,000
9.1.3	Stage III		9.3.3	Diploma	
9.1.3.1	Basic Fees per candidate	1,200	9.3.3.1	Basic Fees per candidate	1,500
9.1.3.2	Paper Fees	650	9.3.3.2	Paper Fees	1,350
9.2	Business TEP		9.3.4	Higher Diploma	
9.2.1	Certificate		9.3.4.1	Basic Fees per candidate	1,600
9.2.1.1	Basic Fees per candidate	1,200	9.3.4.2	Paper Fees	1,600
9.2.1.2	Paper Fees	500	9.3.5	Higher Diploma (Old Syllabus - Technical)	
9.2.2	Diploma		9.3.5.1	Basic Fees per candidate	1,600
9.2.2.1	Basic Fees per candidate	1,200	9.3.5.2	Paper Fees	1,700
9.2.2.2	Paper Fees	1,350	9.4	Project/Practical	
			9.4.1	Artisan	
			9.4.1.1	Project	400
			9.4.1.2	Practical	400
			9.4.2	Craft/Diploma/Higher Diploma	
			9.4.2.1	Project	450
			9.4.2.2	Practical	450

10.1. OTHER PAYMENTS

- 10.1.1. Search fees (paid by repeaters) - KES. 450 (per paper)
- 10.1.2. Results Amendment - KES. 5,000 (for query raised more than one month after release of results)
- 10.1.3. Under-protest - KES. 3,000

- 10.1.4. Late submission of CWA and Project Marks - KES. 2,000 (per candidate)
- 10.1.5. Exemptions (per exam) - **Full examination fees for the module exempted.**

11.0 RESPONSIBILITIES OF HEADS OF INSTITUTIONS IN THE EXAMINATION PROCESS

11.1. Heads of institutions may register referred institutional candidates as repeating candidates under the Institutional Centre code allocated.

11.2. Repeating Candidates

Repeating candidates fall into **two categories** as follows:

- 11.2.1. Candidates with an overall grade FAIL after sitting for an examination;
- 11.2.2. Referred candidates;

11.3. Mode of Registration and Related Responsibilities

- 11.3.1. Ensure that the registration details for the candidates are correctly reflected on the institutions Nominal Roll. The first candidate in a centre will have the index number 0001. It is the responsibility of the head of Institution to ensure that each registered candidate signs against their name on the nominal roll ascertaining that the information signed against is correct.
- 11.3.2. In the event that any of the candidates registers for practical, TEP or projects, the Head of Institution will facilitate both the Trade & Entrepreneurship projects and upload the marks on the KNEC platform provided and **FORWARD, HARD COPIES OF THE TRADE AND ENTREPRENEURSHIP ASSESSMENT MARKS-SHEETS TO THE COUNCIL** for the two projects.
- 11.3.3. In all the other matters pertaining to the administration of the examinations, release of results, and certificates, Heads of Institutions will treat repeating candidates as institutional candidates and will be responsible for all queries and communication with the Council in this regard.
- 11.3.4. Heads of Institutions are requested to strictly follow the outlined procedures as any deviation from the same would either render the candidates ineligible for registration/taking the examinations or cause the processing of the results of candidates to be delayed, deferred or cancelled.
- 11.3.5. The Head of Institution will be responsible for the identification of each candidate. The candidate's National Identity Card and photograph will be used for identification during the entire examination session.

- 11.3.6. NB: The examination Supervisors are under instruction **NOT TO ALLOW ANY CANDIDATE** who does not provide his/her identification documents **INTO THE EXAMINATION ROOM**.
- 11.3.7. **COPIES OF KCSE AND ALL PREVIOUS EXAMINATIONS RESULT SLIPS (WHERE APPLICABLE) MUST BE FORWARDED TO KNEC AFTER REGISTRATION WHENEVER THEY ARE REQUIRED.** These will assist in validation of registration details of a candidate.

12.0 IMPORTANT GENERAL INFORMATION ABOUT KNEC EXAMINATIONS

- 12.1. Candidates are entered for KNEC Examinations by the Heads of Departments in colleges/institutions and it is their responsibility, **NOT THAT OF THE CANDIDATE**, to ensure that the candidate's names are in every way correct and they are registered for the correct course and paper(s). Candidates should verify their names and course codes to ensure accuracy before submission of registration documents to the KNEC.

NB: No changes or amendments of names or courses will be allowed after submission of entries.

- 12.2. The Council **WILL NOT ACCEPT ANY OTHER ENTRIES SUBMITTED AFTER THE DATES STIPULATED UNDER 1.3 ON PAGE 2.**
- 12.3. All subjects/papers must have a minimum of **10 candidates** per centre to qualify for registration. Any centre wishing to register less than ten (10) candidates for a paper **must pay the cost of registering 10 candidates.**

13.0 REGISTRATION REGULATIONS

- 13.1. All candidates with foreign certificates **must seek equation** of their certificates from KNEC (the service is offered at a fee). This will have to be done **one year before registration** for examinations. Further instruction on the procedure of applying for equation are given in Section 13.0 below.
- 13.2. Courses offered locally by other institutions and are similar to courses offered by KNEC are **NOT EQUITABLE** and certificates offered those by institutions **CANNOT BE USED TO REGISTER A CANDIDATE FOR A HIGHER DIPLOMA COURSE OR ANY OTHER COURSE OFFERED BY THE KENYA NATIONAL EXAMINATIONS COUNCIL.**

14.0 UPLOADING OF COURSEWORK, PROJECT MARKS & PROJECT MILESTONES

- 14.1. Key dates for uploading of CWA and project marks, and project milestones are indicated in **Table 1** above.
- 14.2. In case of an error made in keying of the marks, the institution is advised to send an email to ictpse@knec.ac.ke requesting that the existing mark be deleted to allow the institution to key the correct mark.

15.0 QUERY MANAGEMENT INFORMATION SYSTEM (QMIS)

15.1. The QMIS is the online system by which institutions and individual candidates submit queries about examination results and certificates. To access the system login to <https://qmis.knec.ac.ke> and download the User Manual for instructions on how to use the system.

15.2. QMIS for Business and Technical examinations handles the following types of queries and service requests:

- 15.2.1. Biodata amendments (name, year of birth, gender);
- 15.2.2. Centre amendment;
- 15.2.3. Direct recovery (unprinted result slips or certificates);
- 15.2.4. Lost Certificate;
- 15.2.5. Letters of Confirmation;
- 15.2.6. Equating of Foreign Certificates;
- 15.2.7. Results;
- 15.2.8. Modular;
- 15.2.9. Exemption, and
- 15.2.10. Payment.

15.3. All queries should be logged on the system within **30 days** after the date of release of the results/certificates. Heads of institutions must check results printouts immediately they are received and raise queries within this stipulated time.

15.4. Queries raised outside the stipulated time frame will attract a penalty fee of **KES. 5,000/-**

15.5. Heads of Institutions are requested to inform their candidates of this service.

NB: Institutions and individual candidates are expected to use the QMIS system for all their query and service request applications.

16.0 RE-SITTING OF FAILED/REFERRED PAPERS/CANCELLED RESULTS

16.1. As per the KNEC policy, candidates are **allowed to re-sit a failed/referred examination paper(s)/subject(s) for a maximum five (5) times within a period of five (5) years after the first sitting.**

16.2. Any candidate who does not pass all the papers within **5 years** after the initial sitting will have to **re-take the entire examination.**

16.3. Any candidate whose results read **CRNM** (Course Requirement Not Met) must register for the papers missed (absent).

16.4. Candidates whose results are cancelled and have an overall grade given as **'Y'**, are banned from sitting the examination for **two** years. They will only be eligible to sit after the two years are over.

17.0 IDENTIFICATION PHOTOGRAPH SPECIFICATIONS

17.1. Photographs must be in colour (at least 24 bits per pixel).

17.2. Please employ services of a professional photographer and avoid using mobile phone “**selfie**” photos.

17.3. The layout of the photo should be as shown in Figure 1 below.

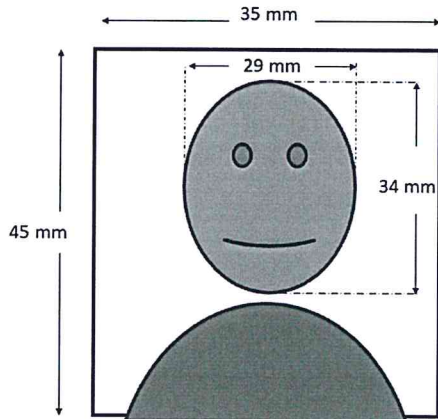


Figure 1: **Layout of Candidate's Identification Photograph**

17.4. The size of the photo should be 45 mm by 35 mm in JPEG (.jpg) or PNG (.png) format.

17.5. The photograph should not be compressed or distorted.

17.6. Only digital photos will be accepted.

17.7. The image must contain the full face, neck, and shoulders of the applicant in frontal view with a neutral, non-smiling expression and with eyes open, unobstructed, and directed at the camera.

17.8. All facial features must be visible and unobstructed.

17.9. The image must be taken within **6 months** of the date of submission.

17.10. The head size should be of height 34 mm and 29 mm.

17.11. Candidate must face the camera directly and head must be centred within the photograph frame.

17.12. The background of the photo must be of a plain, light colour with no shadows on the subject.

17.13. Alterations of the photographs are prohibited.

17.14. Eyewear is accepted but only if they are **not tinted** or causing glare on the photo.

17.15. Head coverings are only allowed if worn for religious reasons and if they do not obscure any facial features.

NB: Institutions must ensure that all candidates' correct photographs are uploaded. Registration of candidates without photographs will be rejected.

18.0 ARRANGEMENT FOR SUPERVISION AND INVIGILATION

Heads of institutions should provide the County Director of Education/ Sub County Director of Education (CDE/SCDE) with details of the candidates registered for each examination series in terms of:

18.1. The total number of candidates registered;

18.2. The number of examination rooms expected to be used during the examination;

18.3. The number of supervisors and invigilators required.

This information will facilitate the appointment of a supervisor(s) and invigilators for the centre. Heads of Institutions are expected to co-operate with the CDE/SCDE in releasing trainers to be deployed in the examination supervision/invigilation exercise. The number of teachers released should be equal to or more than the number required by the institution.



Dr. David Njengere, MBS
CHIEF EXECUTIVE OFFICER

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