



THE KENYA NATIONAL EXAMINATIONS COUNCIL

"To be a World Class Leader in Educational Assessment and Certification"

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



KNEC is ISO 9001:2015 Certified

REF: KNEC/GEN/EA B&T/PM/TE/BE/2020

29th October, 2019

To All:

- i) Ministry of Education, (MoE)
- ii) County Directors of Education – (MoE)
- iii) County Directors of Education – (TVET)
- iv) Sub County Directors of Education – (MoE)
- v) Heads of Post Schools Training Institutions presenting candidates for year 2020 Business and Technical Examinations

RE: CALENDER FOR THE 2020 MARCH AND JULY BUSINESS AND TECHNICAL EXAMINATIONS

1.1 In order to align the examination period to other activities in the education sector in the country, the Kenya National Examinations Council has shifted the examinations series for Business and Technical examinations from July and November to March and July. This was arrived at after consultations with all relevant stakeholders

1.2 Registration for all Kenya National Examinations Council examinations is done **online**. Consequently, registration for all candidates for the year 2020 Business and Technical examinations will be done online by uploading candidates' details on the KNEC registration portal. The uploaded information will be downloaded for verification purposes and hard copy already signed by the candidates will be submitted with other documents to KNEC within the deadlines as specified herein.

1.3 Registration and Examination Dates

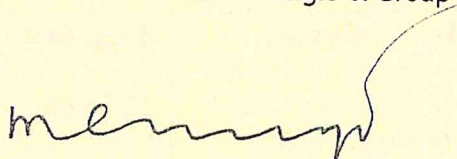
	Activity	March Series	July Series
1.2.1	Registration period of institutional candidates including Business Single and Group subjects	21 st October – 22 nd November 2019	15 th February - 25 th March 2020
1.2.2	Last day for submission of Projects, CWA and Project Marks	25 th February 2020	22 nd June 2020
1.2.3	Period of Registration for Single and Group subjects and referrals for November 2019.	3 rd – 7 th February 2020	22 nd June 2020
1.2.4	Collection Advance Instructions for practicals.	24 th – 25 th February 2020	22 nd - 23 rd June 2020
1.2.5	Planning for the Practical	5 th March 2020	2 nd July 2020
1.2.6	Period for practical papers	9 th – 20 th March	6 th – 17 th July 2020
1.2.7	Period for written papers	23 rd March–3 rd April	20 th -31 st July 2020

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- 4.0 Institutions must upload the registration data by **22nd November 2020** for the **March** and **25th March 2020** for the **July** examination series respectively.
- NB: There will be no LATE registration.**
- 5.0 Centre managers should ensure that candidates are registered for the courses **approved** for the center by TVETA or any other regulatory body. They should also ensure that their candidates **meet the minimum entry requirements** for the Courses registered for.
- 6.0 Registration materials and fees remittance documents must be submitted to the Council by either the Head of Institution or his/her nominee before the end of registration period.
- 7.0 The registration documents must be forwarded by the respective Sub **County Directors of Education (SCDE)**.
- 8.0 It is of great importance to 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 other conditions must also be fulfilled as contained in the User Guide **Manual on the Management of Business and Technical Examinations (1st edition 2018)**.
- 9.0 Heads of institutions will be held responsible for ensuring that data forwarded to KNEC on registration of candidates is accurate and complete.
- 10.0 All institutions must ensure that candidates' photographs are uploaded. The photographs will be used to identify candidates during examination administration.
- 11.0 Candidates are required to confirm their registration status via the SMS shortcode **20076**; ie:
- i. Technical exams – tech (full index number) to 20076;
 - ii. Business Exams – btep (full index number) to 20076;
 - iii. Single & Group – bzns (full index number) to 20076.



Dr. Mercy G. Karogo, MBS

Ag. CHIEF EXECUTIVE OFFICER

cc: **1. The Director of Technical Education**
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