

THE KENYA NATIONAL EXAMINATIONS COUNCIL



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21st October 2008

- To:**
- 1.0 All Provincial Directors of Education
 - 2.0 District Education Officers (DEO's)
With sufficient copies for circulation by DEO's to: -
 - 2.1 *All Administration and Police Officers
involved with examinations duties*
 - 2.2 *All Inspectors of Technical Training*
 - 2.3 *Education Officers carrying out Examination duties*
 - 2.4 *Heads of Technical Institutions*
 - 2.5 *Supervisors and Invigilators*

INSTRUCTIONS FOR THE CONDUCT OF THE NOVEMBER 2008 TECHNICAL EXAMINATIONS

These instructions are to be used in the field administration for supervision and invigilation of the examination. They must be read in full by the Provincial Director of Education, the District Education Officer, all Education Officers and Field Inspectors and other officers having examinations duties, supervisors, invigilators and heads of institutions. Each official needs to understand his/her own role and that of others involved and follow the instructions in this manual carefully.

1.0 THE ROLE OF VARIOUS OFFICERS IN MANAGEMENT OF TECHNICAL EXAMINATIONS IN THE FIELD

1.1 The role of Provincial Directors of Education

The Provincial Directors of Education are responsible to the Kenya National Examinations Council for the successful conduct of the examination in the province.

Their duties include:

- 1.1.1 Liaison with the Provincial Administration for procurement of services such as government vehicles, security, etc;
- 1.1.2 Collection or arrangement for the collection of question papers from *Mitihani House* by District/Municipal Education Officers.
- 1.1.3 Ensuring the smooth running of the examination in their respective provinces.

1.2 **The role of District Education Officers**

The District Education Officers in liaison with the Provincial Directors of Education are responsible for the proper and successful conduct of the field administration of examinations in the District, and his/her duties include:

- 1.2.1 identification and appointment of officers and teachers to whom examination duties including supervision and invigilation will be delegated;
- 1.2.2 briefing of supervisors and other officers to whom duties are delegated on the conduct of examinations;
- 1.2.3 receiving of examination materials and question papers in Blue bags from the Council or the Provincial Director of Education; verifying that the bags have not been tampered with, the seals are not broken and the seals serial numbers are tallying with the despatch documents. Ensuring the security of the examination papers and examination stationery in the District including arrangements for police escort when moving examination papers to police armouries and from there to examination centres;
- 1.2.4 arranging for the secure return of scripts, relevant examination documents, blue bags, hooks and used seals to the Council at the end of the examinations;
- 1.2.5 making transport arrangements in the District before and during the examination period;
- 1.2.6 processing and authenticating supervisors' and invigilators' claims.
- 1.2.7 liaison with District Administration for obtaining services such as use of Government vehicles, security, etc.

The role of security personnel Escorting Examination Papers

- 1.3.1 witness the taking over of the examination papers by the supervisor from the distribution centre;
- 1.3.2 ensure the security of the examination papers while in transit. This involves guarding against loss, wilful damage or tampering with the container(s) of examination papers;
- 1.3.3 remain within the examination centre and witness the distribution of papers by the supervisors, the conduct of the examination by the supervisors in accordance with the written instructions issued to the supervisor;
- 1.3.4 witness the sealing of the return envelopes by supervisor. This must be done immediately each examination is over then the candidates' scripts must be counted, put in the special return envelopes and guarded;

1.3.5 escort the candidates' scripts back to the security storage.

NOTE

- (a) The head and teachers of the institution which is being used as a centre must not handle examination papers or the candidates' answer sheets. Any spare examination papers must be placed in front of the examination room until the candidates' scripts have left the centre.
- (b) Teachers are not allowed within the examination room or communication with the candidates while the examination is in progress.
- (c) While at the examination centre security officers are advised to avoid direct contact with candidates.

1.4 **The role of Officers Managing Distribution Centres for Question Papers**

The officers appointed by the District Education Officers to manage the distribution centres will be answerable to the District Education Officers and, by delegation, to the Council for the following:

- 1.4.1 issuing of examination papers to supervisors and ensuring that only the blue bags for examination for that day as indicated on the timetable are opened.
"All blue bags are serialized and clearly dated. They must not be opened before the date of the examination";
- 1.4.2 maintenance of detailed and correct record of question papers issued and the scripts received at the end of each day of the examination. The record must be filled in the Question Paper Issue and Script Receipt form availed to the officer manning distribution centre. The form must be filled in triplicate, (i) original returned to KNEC (ii) one copy kept by DEO (iii) one copy retained by officer manning distribution centre
- 1.4.3 ensuring that the supervisors are escorted when leaving with examination papers;
- 1.4.4 liaison with the police officers commanding police stations with regard to security of examination materials. The police officers in charge of police posts, D.O.'s and P.C.'s armouries will be responsible for the security of the blue bags stored in their armouries and are expected to witness the issuing of examination papers to supervisors.

1.5 **The role of Supervisors**

Supervisors are the returning officers at the examination centres and are responsible to the DEO's in their examination centres. Supervisors are required to carry out the following duties:

- 1.5.1 conduct examinations in conformity with Council regulations and instructions detailed at 2.0 in this document.
- 1.5.2 briefing invigilators at various examination centres before the examination starts;
- 1.5.3 collection of question papers under escort from distribution centres on a daily basis and accountability for the security of these papers when the examination is in progress;
- 1.5.4 ensuring that *the afternoon papers* are kept in front of the examination room in view of candidates;
- 1.5.5 prevention of examination irregularities and if such cases arise, preparing a comprehensive report and forwarding the same to Council, including all evidence to support the case.
- 1.5.6 distribution of question papers to candidates through the invigilators.
- 1.5.7 collection, counting and immediately sealing in official return envelopes candidates' answer scripts. This procedure must be witnessed as provided for in return envelopes containing candidates' answer scripts;
- 1.5.8 returning of candidates' scripts securely to distribution centres after each day of the examination;
- 1.5.9 keeping an accurate record of allocation of work to invigilators on daily basis by using the computer prepared print-out provided;
- 1.5.10 accurate completion and submission of Attendance Sheets, Report and Certificate of Supervision, Seating Plans and any other documents.

1.6 **Role of Invigilators**

Invigilators will be answerable to the Supervisors, PDE's and DEO's and work under the direction of supervisors when carrying out invigilation in accordance with the Council regulations stated at 2.0 in document. Invigilators will carry out the following duties:

- 1.6.1 briefing candidates on the rules governing the conduct of examinations as issued by the Council and drawing their attention to the guidelines printed at the back of the timetable;
- 1.6.2 observing the duration of examinations and handing out correct question papers and other specified materials to candidates;
- 1.6.3 identifying candidates against photographs mounted on the attendance sheets as well as identity cards and reporting any discrepancy to the supervisors;

- 1.6.4 ensuring that all candidates present sign in the *script control form* for every paper done.
- 1.6.5 recording absent candidates and verifying the candidates' index numbers against the computer printed attendance lists;
- 1.6.6 distributing stationery as well as collecting counting and handing over answered scripts at the end of the examination for each paper to the supervisor for recording, packing and sealing;
- 1.6.7 ensuring that candidates are rigorously invigilated all the time the examination is in progress with a view of preventing examination irregularities.
- 1.6.8 Reporting cases of irregularities, should any arise, to the supervisor;
- 1.6.9 signing declaration forms prepared by the Council.

1.7 **The role Heads of Institutions**

Heads of institutions have a personal responsibility to ensure that no examination irregularities occur in their institutions and are expected to assist the supervisors as follows: -

- 1.7.1 maintaining of discipline in examination centres when the examinations are in progress;
- 1.7.2 ensuring security of examination stationery stored at the centre. (see section 3 of these instructions);
- 1.7.3 working in conjunction with the supervisors to prevent cases of irregularities and deal with such cases if they arise;
- 1.7.4 ensuring that only bonafide candidates who fulfil the entry requirements for the examination and are registered for the examinations sit;
- 1.7.5 recording daily in the institution log book occurrences related to examinations including attendance of the supervisors and invigilators and the details of the means of travel used.

2.0 **THE EXAMINATION TIMETABLE**

- 2.1 The supervisors and invigilators must get copies of the examination timetable from the District Education Officer.
- 2.2 Morning sessions begin at 9.00 a.m. and afternoon session at 2.00 p.m.

- 2.3 Where *clashes* occur in the *timetable*, supervisors may arrange for *an extra session* for the day. In such cases supervisors together with the head of the institution must arrange for *secure segregation* of the candidates. The supervisor should make a report about the clash, the subjects involved, the number of candidates and state how he/she handled the situation.
- 2.4 Supervisors must further ensure that the correct papers are given to candidates as per the timetable.
- 2.5 In case of any discrepancy, between the time stated on the question paper and that stated on the timetable, the time stated on the *question paper* must be taken as correct.
- 2.6 The timetable may not be changed without the express permission of the Examinations Council.

3.0 EXAMINATION STATIONERY

- 3.1 All answers are to be written in the answer booklets provided by the Council. Candidates **MUST NOT** write their answers in any other answer booklets.
- 3.2 Stationery for each subject is packed in an envelope labelled with the subject name and number.
- 3.3 Before the examination begins, supervisors must check stationery to ensure that they have the correct stationery per subject guided by the timetable.
- 3.4 Cellotapes and cotton strings have been provided for each centre.
- 3.5 Any discrepancies in terms of expected stationery and examination materials are to be communicated to the Examinations Council immediately.

4.0 PREPARATION OF EXAMINATION ROOM

- 4.1 Supervisors must visit their centres at least two days before the examination to ensure that adequate room for the examination is available.
- 4.2 1.22 meters (four feet) is the least distance to be allowed between candidates in all directions. Adequate space should be allowed to prevent candidates from looking at the work of others.
- 4.3 Supervisors must ensure that each candidate has a desk to himself/herself.
- 4.4 All maps, diagrams, charts and any other stimulus material must be removed from the walls of the examination room.
- 4.5 A clock should be placed in a conspicuous position in the examination room.
- 4.6 The candidates' mounted photographs should be available in the examination room and used to identify the candidates.

5.0 DISTRIBUTION CENTRES

- 5.1 Each distribution centre serves a small number of examination centres. Supervisors will be informed of their distribution centres well in advance of the examination by the District Education Officer.
- 5.2 An Education Officer is appointed for each distribution centre and will be at the centre between 6.00 a.m. and 8.00 a.m. every morning of the examination to give out the question papers and between 5.00 p.m. and 7.00 p.m. to receive the answered scripts.
- 5.3 For each examination centre, question papers are carefully packed in sealed blue bags. Supervisors and the heads of the institutions will not be required to check the contents of bags upon opening. Blue bags must therefore not be opened before the start of the examination period.
- 5.4 Each supervisor must collect the question papers for the day each morning in person, or with delegation.
- 5.5 Each supervisor must allow for sufficient time to collect the question papers and return to the examination centre in good time to start the examination.
- 5.6 The supervisor must carry the letter of appointment as a means of identification when collecting papers ***and must be escorted by regular or administrative police while moving examination papers.***
- 5.7 The Education officer and the supervisor must verify and record the papers being collected by the supervisor to ensure that they are the correct papers for that day as per the timetable.

6.0 INSTRUCTIONS TO INVIGILATORS

- 6.1 Invigilators must ensure that the examination is invigilated in conformity with the following regulations:-
 - 6.1.1. All candidates must be frisked before entering the examination room.
 - 6.1.1.1. Male candidates to be frisked by male invigilators/supervisors
 - 6.1.1.2. Female candidates to be frisked by female invigilators/supervisors.
 - 6.1.1.3. Where a male or female invigilator/supervisor is not available, a female/male teacher can be used as need be.
 - 6.1.2. Mobile phones ***MUST NOT*** be allowed in the examination room

- 6.1.3. Candidates must write their answers in black or blue ink. Other colours may be used for diagrams and maps only.
- 6.1.4. Each question paper envelope ***MUST BE RE-CHECKED*** by invigilators to ascertain that the paper is the correct one for that time as scheduled on the timetable. It is only then that the envelope can be opened in the presence of the candidates, not more than ***ten minutes*** before the time the paper is to be sat.
- 6.1.5. Under normal conditions, no paper is to be given to any candidate who is more than ***half an hour late***. Invigilators in liaison with supervisors are asked to apply this rule with discretion, and in particular to lessen as far as possible, any hardship caused by e.g. transport delay or misunderstanding. If, through late arrival a candidate either loses a substantial amount of time or is allowed to make ***up this lost time*** at the end of the period allocated to the paper, the matter must be reported to the ***Secretary, Kenya National Examinations Council***.
- 6.1.6. Candidates should not be allowed to leave the examination room before the end of the period allocated to any paper.
- 6.1.7. Candidates must use the index numbers assigned to them on the computer printout of entries. Invigilators must ensure that this is done. A routine check that the correct numbers have been used should be made by comparing the names and numbers on the answer booklets for the widely taken paper with the names and number of the computer print-out of entries.
- 6.1.8. Candidates must not be allowed to smoke in the examinations room.
- 6.1.9. Unauthorized persons should not be allowed in the examination room. This applies to members of the institution staff and they may neither enter the room while the examination is in progress, nor be given questions papers. Only at the end of the day when all candidates work has been sealed in the return envelopes may the spare question papers be given to the head of institution.
- 6.1.10. Neither the supervisor nor the invigilators should explain the questions to the candidates. They should also not allow any other person to read candidates' answers.
- 6.1.11. Invigilators should report any irregularities at the centre to the supervisor who should make a report to the Council. In the case of cheating or collusion, the candidate's name and index number must be given and any incriminating materials seized.
- 6.1.12. The seized material must be enclosed in the special provided envelope, properly sealed and handed over to the officer receiving scripts for onward transmission to the Council.

6.1.13. At the end of the examination, a plan of each examination room, showing the position of the invigilator's desk and of each candidate, with the distance between the candidates, must be sent with the completed Report and Certificate of Supervision.

7.0 REPORTING ABSENTEES

All registered candidates who do not present themselves for *any* or *all* the papers must be reported *absent* by supervisors and invigilators as follows:-

- 7.1 When *the half-hour's* grace period allowed is over after the beginning of each paper, enter the absentee's number on the Return Envelope after verifying from the attendance sheet.
- 7.2 The invigilator should make note of the *absentee's index* number and the *course/paper* missed on a piece of paper. The temporary report must be forwarded to the supervisor at the end of each examination session for transfer to the computer printed list. The supervisor will record by letter "A" above the *course/paper* in which a candidate is absent.
- 7.3 Details of *absent candidates* should be given by the supervisor in the Report and Certificate of Supervision. This record must be accurate.

8.0 IDENTIFICATION OF CANDIDATES

- 8.1 All candidates sitting for Technical examinations have registration *identity cards* to identify them.
- 8.2 Before the start of the examination of each subject, the institute and the supervisor must ensure that each candidate is a bona fide student of the institution.
- 8.3 For private candidates the supervisor should request the candidates to produce Identity Cards to identify themselves.
- 8.4 Each private candidate should also produce their statements of entry/computer printed documents showing the subjects for which he/she has been registered.
- 8.5 The candidate's index number or the statement of entry must be the same as the one on the attendance register. Where the *index number differs*, the candidate should use the *index number* on the *attendance register*. No two candidates should use the same index number.

Note: Entry printouts and photographic registers are obtained from the District Education Officer.

9.0 IMPERSONATION

If impersonation is detected, the impersonator should be handed over to the police immediately.

10.0 DELAYS IN STARTING THE EXAMINATIONS

Should there be delay in starting the examination due to e.g. late arrival/non arrival or shortage of question papers etc; the following guidelines must be adhered to:-

- 10.1 The matter should be notified to the PDE and or DEO at once.
- 10.2 The PDE and or DEO should undertake to resolve the problem without delay and where necessary contact the Council
- 10.3 While waiting for the examination to start, candidates must not have contact with outsiders or candidates from other institutions or examination centres. They must be confined to their examination room(s).
- 10.4 The procedure outlined above should also apply where the wrong paper is inadvertently collected from the distribution centre by the supervisor.

11.0 RETURN OF ANSWERED SCRIPTS MATERIALS AND REPORTS TO THE COUNCIL

- 11.1 At the end of the period allocated to a paper, the candidates answer scripts must be collected, counted, compared with the entries on the attendance list, *placed in order of index numbers recorded in scripts control form and then put in an envelope which must be sealed immediately*. Any discrepancy should be investigated immediately. The requisite details must be filled in on the front and the sealed envelope kept under lock and key until at the end of the day when all answer scripts for the day have to be returned at the collection centre.
- 11.2 The candidates' scripts will be taken to the collecting officer intervals immediately after the papers for the day have been done. Supervisors should record in the Question paper issue and script submission form daily as they return the scripts to the distribution centre.
- 11.3 At the collecting centre, the supervisor must ensure that the officer receiving answer scripts signs on the same form. The supervisor will then retain the form, which will continue to be used until the last examination paper for the centre is taken.
- 11.4 Submission of any reports, confiscated materials and scripts is to be shown clearly on the dispatch form in the Report and Certificate of Supervision.
- 11.5 Vehicles delivering scripts to *KNEC Industrial Area offices* should be on time to arrive within normal working hours. All scripts must be handed over to the Council immediately the examination is over.

12.0 **SUMMARY OF MATERIALS TO BE RETURNED TO THE COUNCIL**

- 12.1 Candidates' scripts
- 12.2 Scripts control form
- 12.3 Completed attendance sheets
- 12.4 Completed Report and Certificate of Supervision pamphlets
- 12.5 Seized materials supporting any irregularities
- 12.6 Completed supervisors and invigilators claim forms and duly certified by District Education Officers
- 12.7 All Blue bags, used seals and a corresponding number of hooks must be returned to supervisors.
- 12.8 Daily question paper packet issue and script receipt record form maintained by the officer manning the distribution centre.

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