



THE KENYA NATIONAL EXAMINATIONS COUNCIL

'On the Frontline in Quality Assessment and Examinations'

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



KNEC is ISO 9001:2008 Certified

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2nd September 2015

- TO:** I) County Directors of Education - MoEST,
II) Sub- County Education Officer
III) Sub County Adult and Continuing Education Officers,
IV) Heads of Teacher Training Colleges/Institutions presenting candidates for the 2016 Teacher Education Examinations.

1.0 INSTRUCTIONS FOR THE REGISTRATION OF THE 2016 TEACHER EDUCATION EXAMINATIONS CANDIDATES

1.1 These instructions on registration of candidates for the **2016** Teacher Education examinations are based on the examination regulations for each examination. These Teacher education examinations are;

1.1.1 Primary Teacher Education (PTE)

1.1.2 Diploma in Teacher Education (DTE),

1.1.3 Early Childhood Development Education - Proficiency Certificate and Diploma Examinations (ECDE)

1.1.4 Teacher Certificate in Adult Education (TCAE)

1.1.5 Diploma in Special Needs Education Part I and II

1.2 Registration of candidates who will be sitting for the Teacher Education examinations in the year 2016 will be **done on-line**. The Institutions/Colleges will access the KNEC registration portal <http://registration.knec.ac.ke/online-sne> or [/tcae/dte/pte](http://tcae/dte/pte) using the user name and the pass word provided by the Council.

1.3 Heads of Institutions/Sub- County Education Officer are expected to strictly follow the procedures on registration of candidates as outlined in the registration portal because any deviation from the same would either render the candidates ineligible for registration, taking the examinations or cause the processing of the examination results of the candidate to be delayed, deferred or cancelled.

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1.4 Candidates will be registered for the KNEC examinations by Colleges/Institutions or Sub-county Education Officer for the ECDE Proficiency examinations and by the District Adult Education Officer for TCAE. It is the responsibility of the candidate, to ensure that their names are in every way correct and that they are entered for the correct course and paper(s). Please ensure that the name is a replica of the qualifying certificate.

1.5 The registration dates for the 2016 Teacher Education Examinations are shown in the table below;

TABLE I: REGISTRATION DATES FOR 2016 TEACHER EDUCATION EXAMINATIONS

	TYPE OF EXAMINATION	GROUP OF CANDIDATES	REGISTRATION DATES	EXAM MONTH
1.5.1.1	Special Needs Education (SNE) Part I and II	Regular students	1 st - 31 st October 2015	April/May 2016
		Repeaters		
1.5.1.2	Teacher Certificate in Adult Education (TCAE)	Regular students	1 st - 30 th November 2015	July/August 2016
		Repeaters		
1.5.1.3	Diploma in Teacher Education (DTE)	Regular students	1 st - 30 th November 2015	March/April 2016
		Repeaters		
1.5.1.4	Primary Teacher Education (PTE)	Regular students	1 st - 30 th November 2015	July/August 2016
		Repeaters		
1.5.1.5	ECDE Proficiency, Certificate & Diploma	Regular students	1 st - 31 st April 2016	December 2016
		Repeaters		

NB: Please be informed that there will be no late registration of all candidates

1.6 All Colleges/Institutions must have a minimum of **10** candidates to qualify for the registration of candidates for any of the Teacher Education examination offered by your institution/Sub County. Any centre wishing to register candidates for a course with less than **10** candidates **must pay at the cost of registering 10 candidates.**

NB: Please note that the rates for the top up are as per the rates of the regular candidates not repeaters.

1.7 The Council will surcharge a candidate or the institution examination fee penalties in case of any form of registration errors requiring amendment after the close of registration period;

1.7.1 Change of subjects (this will be treated as an under protest case) will attract a fee penalty of **Three thousand shillings (Kes. 3,000)** per subject

1.7.2 Amendment of candidates' examination details will attract a penalty fee of **Five Hundred shillings (KES. 500)** per amendment.

1.8 Institutions are expected to provide a medical report from a government hospital indicating the nature and extend of disability for candidates with Special Needs. The Council will not accept registration of candidates with Special Needs from private colleges without a clearance letter from MoEST;

1.9 Heads of institutions must ensure that only those candidates who meet the minimum entry requirements for each teacher education programme are registered for the examination;

1.10 Registration materials which includes the nominal roll signed by each candidate, fee payment deposit slips and copies of the qualifying certificates/equation letters for candidates with foreign certificates are to be submitted to the Council by either the Sub-County Education Officer or the Head of Institution or his/her nominee with written approval **within two weeks** after the close of registration period for each examination.

1.11 All institutions must ensure that candidate's photographs are uploaded. The uploaded photographs must be downloaded and printed to produce an institutions' photo register. Each candidate is required to sign against their names. The signed copy of the photo album is to be kept by the college/institution and **handed**

over to the Supervisor during the rehearsal day of the examination.

2.0 REGULATIONS FOR REGISTRATION OF PRIMARY TEACHER EDUCATION

- 2.1 College/Institutional candidates entered for examinations must have been bona - fide enrolled students studying in the college/Institution for the last one year.
- 2.2 Extra-territorial candidates who hold certificates from foreign examining boards that are equivalent to the prescribed minimum entry requirement will be eligible to sit for PTE examinations. Before registration for the examination, such candidates should seek equation of their qualifications from the Council and receive a letter of equivalence authorizing them to sit PTE examinations.
- 2.3 The minimum entry requirement for the Primary Teacher Education Certificate examination is as follows:
- 2.3.1 Mean Grade of C (plain) in the Kenya Certificate of Secondary Education (KCSE) examination. (or)
- 2.3.2 Mean grade of C- (minus) for visually impaired (VI- blind) and hearing impaired (HI) candidates only and physically disabled candidates.
- 2.4 Candidates will take eight (8) subjects from the options indicated below:
- 2.4.1 Compulsory Subjects
- (a) 1011 Education
 - (b) 1012 English
 - (c) 1013 Kiswahili
 - (d) 1014 Physical Education
 - (e) 1015 Kenya Sign Language (For candidates with Hearing Impairment)
- 2.4.2 Optional Subjects
- Candidates will be required to choose the four subjects in either Option A or Option B.
- 2.4.2.1 Option A
- (a) 2011 Mathematics
 - (b) 2012 Science
 - (c) 2013 Agriculture
 - (d) 2014 Home Science
- 2.4.2.2 Option B

- (a) 3011 CRE *only one may be taken*
- (b) 3012 IRE
- (c) 3013 Social Studies
- (d) 3014 Art and Craft
- (e) 3015 Music

2.4.3 Exemptions for candidates with special needs

- 2.4.3.1 Visually impaired candidates will be allowed to opt for either Home Science or Mathematics instead of Art and Craft.
- 2.4.3.2 Candidates with Hearing Impairment only will be allowed to sit for Kenya Sign Language instead of KISWAHILI.

2.5 Teaching Practice

All PTE Candidates must take and pass Teaching Practice to qualify for a PTE certificate. The Teaching Practice Marks are to be uploaded into the KNEC website <http://registration.knec.ac.ke/online-pte> by the external assessors immediately after the final assessors meeting at the examination centre.

2.6 Continuous Assessment Test (CAT) Marks and Final Teaching Practice

Continuous Assessment Test marks for the Course Work and Final Teaching Practice marks are to be keyed into the KNEC website <http://registration.knec.ac.ke/online-pte> as per the dates indicated in 2.6.1 and 2.6.2 below.

The uploaded CAT marks shall be printed for candidates to sign against their names. **The head of the institution is expected to sign and certify on each page of the hard copy and submit it to the Kenya National Examinations Council (Mitihani House) as per the dates shown below:**

- 2.6.1 Uploading of CAT I and CAT II between **10th June and 10th July 2016.**
- 2.6.2 Uploading of Final Teaching Practice (TP) marks between **10th June and 10th July 2016.**

NB: candidates must not access the final TP marks

2.7 Primary Teacher Education Examination Fees

Candidates are expected to pay for the examinations as per the schedule shown in the table 2 below;

TABLE 2: PTE EXAMINATION FEE CHARGES

	TYPES OF FEE PAYMENT	TOTAL AMOUNT KSHS
2.7.1	Basic fee for regular/repeaters students	1,200
2.7.2	Fee per subjects for regular students and repeaters	300
2.7.3	Search Fee (per candidate)	450
2.7.4	Teaching Practice Fee	300
2.7.5	Total Examination Fees For Regular Candidate	3,900
2.7.6	Total Examination Fees For Candidate Repeating One (1) Subject	1,950
2.7.7	Total Examination Fees For Candidate Repeating Two (2) Subjects	2,250
2.7.8	Total Examination Fees For Candidate Repeating Three (3) Subjects	2,550

2.8 Referrals.

Candidates who will be referred in the PTE examinations can register to re-sit the 2016 PTE examination at their former colleges. Candidates who are repeating PTE examination should be registered using the **repeaters option in the system**.

3.0 REGULATIONS FOR REGISTRATION OF TEACHER CERTIFICATE IN ADULT EDUCATION (TCAE) EXAMINATION

- 3.1 All District Adult Education Officers must ensure that the candidates entered for the examination are all bona-fide residents of Kenya who meet the examination entry requirements.
- 3.2 This examination is administered to eligible candidates within Kenya by the Directorate of Adult and Continuing Education, in the Ministry of Education on behalf of Kenya National

Examinations Council and in conformity with the Council's regulations for the conduct of public examinations.

- 3.3 To qualify for registration as a candidate, one must be registered through the Directorate of Adult and Continuing Education.
- 3.4 Extra-territorial candidates who hold certificates from foreign examining boards that are equivalent to the prescribed minimum entry requirement will be eligible to sit for TCAE examinations. Before registration for the examination, such candidates should seek equation of their qualifications from the Council.
- 3.5 The minimum entry qualification for the Teachers Certificate in Adult Education course is the Kenya Certificate of Secondary Education with a **mean grade of D+ (Plus) for Teacher 1 and D (plain) for Teacher 2** or its equivalent.

3.6 Teaching Practice

All TCAE Candidates must take and pass Teaching Practice to qualify for TCAE certificate. The Teaching Practice Marks are to be uploaded into the KNEC website <http://registration.knec.ac.ke/online-tcae> by the external assessors immediately after the final assessors meeting at the district/examination centre.

3.7 Teacher Certificate in Adult Education Examination Fees

Candidates are expected to pay for the examinations as per the schedule shown in the table 3 below;

TABLE 3: TCAE EXAMINATION FEE CHARGES

	TYPES OF FEE PAYMENT	TOTAL AMOUNT KSHS.
3.7.1	Basic fee	750
3.7.2	Fee per Subject	450
3.7.3	Teaching Practice Fee	450
3.7.4	Search Fee (Per Candidate)	450
3.7.5	Total Examination Fees For Regular Candidate	3,000
3.7.6	Total Examination Fees For Candidate	1,650

	TYPES OF FEE PAYMENT	TOTAL AMOUNT KSHS.
	Repeating One (1) Subject	
3.7.7	Total Examination Fees For Candidate Repeating Two (2) Subjects	2,100

3.8 Referrals.

Candidates who are referred in a subject(s) can register to re-sit TCAE examination at their former districts. Candidates who are repeating TCAE examination should be registered using the **repeaters option in the system.**

4.0 REGULATIONS FOR REGISTRATION OF DIPLOMA IN TEACHER EDUCATION EXAMINATION

4.1 - College/Institutional candidates entered for this examination must have been bona - fide enrolled students studying in the college/Institution for the last one years.

4.2 Extra-territorial candidates who hold certificates from accredited foreign examining boards that are equivalent to the prescribed minimum entry requirement will be eligible to sit for the DTE examination. Before registration for the examination, such candidates should seek equation of their qualifications from the Council authorizing them to sit for the DTE examination.

4.3 Sighted Candidates

The minimum entry requirement for the Diploma in Teacher Education examination is as follows:

4.3.1 Mean Grade of C+ (plus) in the Kenya Certificate of Secondary Education (KCSE) or equivalent qualification

4.3.2 C+ (plus) in the subject of specialization or equivalent qualification

4.3.3 C (Plain) in Mathematics for those taking science based courses

4.3.4 C (Plain) in English or equivalent qualification for all applicants

4.3.5 D+ (plus) in Mathematics for those taking Humanities and Creative Arts.

4.4 **Hearing and Visually Impaired candidates**

4.4.1 Mean Grade of C (plain) in the Kenya Certificate of Secondary Education (KCSE) or equivalent qualification

4.4.2 C (plain) in the subject of specialization or equivalent qualification

4.4.3 C- (minus) in Mathematics for those taking science based courses

4.3.4 C- (minus) in English or equivalent qualification for all applicants

4.3.5 D (plain) in Mathematics for non science based courses.

4.5 A candidate **must take two (2) teaching subjects and the professional support subjects**. A candidate who has re-sat the KCSE examination and attained minimum subject grades will be eligible after getting a letter from KNEC giving their aggregate grade after repeating a KCSE subject(s). For institutions to access the registration platform they can log into the website: <http://registration.knec.ac.ke/online-dte>

4.6 **Teaching Practice**

All DTE Candidates must take and pass two terms of teaching practice to qualify for the award of diploma in Teacher Education. The Teaching Practice Marks are to be uploaded into the KNEC website <http://registration.knec.ac.ke/online-dte> by the external assessors immediately after the final assessors meeting at the examination centre.

4.7 **Continuous Assessment Test (CAT) Marks and Final Teaching Practice**

Continuous Assessment Test marks for the Course Work and Final Teaching Practice marks are to be uploaded into the KNEC website <http://registration.knec.ac.ke/online-dte> as per the dates indicated in 4.7.1 below.

The uploaded CAT marks shall be printed for candidates to sign against their names. **The head of the institution is expected to**

sign and certify on each page of the hard copy and submit it to the Kenya National Examinations Council (Mitihani House) as per the dates shown below:

- 4.7.1 Uploading of CAT I, II and III between **20th February and 20th March 2016**
- 4.7.2 Uploading of Final Teaching Practice (TP) marks between **1st and 30th September 2016.**

NB: Candidates must not access their final TP marks

4.8 **DTE Examination Fees**

Candidates are expected to pay for the examination as per the schedule shown in Table 4 below;

TABLE 4: DTE EXAMINATION FEE CHARGES

	TYPES OF FEE PAYMENT	TOTAL AMOUNT KSHS
4.8.1	Basic fee for regular students	1,600
4.8.2	Fee per subjects for regular students and repeaters	2,750
4.8.3	Search Fee	450
4.8.4	Teaching Practice Fee	2,700
4.8.5	Total Examination Fees For Regular Candidate	15,300
4.8.6	Total Examination Fees For Candidate Repeating One (1) Subject	4,800

4.9 **Referrals.**

Candidates who will be referred in the DTE examination can register to re-sit the **2016** DTE examination at their former colleges. Candidates who are repeating DTE examination should be registered using the **repeaters option in the system.**

5.0 REGULATIONS FOR REGISTRATION OF DIPLOMA IN SPECIAL NEEDS EDUCATION (SNE) EXAMINATION

- 5.1 College/Institutional candidates entered for the SNE examination must have been bona - fide enrolled students studying in the college/Institution for the last one year.

- 5.2 Extra-territorial candidates who hold certificates from foreign examining boards that are equivalent to the prescribed minimum entry requirement will be eligible to sit for the SNE examination. Before registration for the examination, such candidates should seek equation of their qualifications from the Council.
- 5.3 The minimum entry requirement for the Diploma in Special Needs Education examination as follows:
- 5.3.1 Primary Teacher Education - **P1 Teacher Certificate** by **Training** or **Teacher Proficiency Course offered by the Ministry of Education.**
 - 5.3.2 **KCSE mean grade of D+ or KCE Division 3 and in addition have a KNEC certificate in ECDE or Ministry of Education DICECE Certificate.**
 - 5.3.3 Candidates wishing to take SNE Part One (1) examination for the first time must have undertaken **two terms** of either residential or in-service training in an institution approved by the KNEC.
 - 5.3.4 Those wishing to take SNE Part Two (2) examinations must have done part one and covered **three terms** of either residential or in-service training in addition to fulfilling the requirements for teaching practice.
 - 5.3.5 For institutions to access the registration platform they can Log into the website: <http://registration.knec.ac.ke/online-sne>

5.4 **SNE Teaching Practice**

All candidates must take the SNE examinations and pass two terms of teaching practice to qualify for the award of diploma in SNE examination. The Teaching Practice Marks are to be uploaded into the KNEC website <http://registration.knec.ac.ke/online-sne> by the external assessors immediately after the final assessors meeting at the examination centre.

5.5 **Continuous Assessment Test (CAT) Marks and Final Teaching Practice**

Continuous Assessment Test marks for the Course Work and Final Teaching Practice marks are to be keyed into the KNEC website <http://registration.knec.ac.ke/online-sne> as per the dates indicated in 5.5.1 and 5.5.3 below.

The uploaded CAT marks shall be printed for candidates to sign against their names. **The head of the institution is expected to sign and certify on each page of the hard copy and submit it to the Kenya National Examinations Council (Mitihani House) as per the dates shown below:**

5.5.1 Uploading of **CAT I** and **CAT II** between **1st and 15th March 2016**.

5.5.2 Uploading of **Teaching Practice Marks** between **15th and 30th July 2016**.

5.6 SNE Examination Fees

Candidates are expected to pay for the examinations as per the schedule shown in the table below;

TABLE 5: SNE EXAMINATION FEE CHARGES

	TYPES OF FEE PAYMENT	TOTAL AMOUNT KSHS.
5.6.1	Part I and Part II basic Fee	1,300
5.6.2	Part I and Part II fee per subject	1,600
5.6.3	Project fee per candidate	700
5.6.4	Search Fee	450
5.6.5	Teaching Practice Fee	2,200
5.6.6	Total Examination Fees For Regular Candidate SNE Part I	7,700
5.6.7	Total Examination Fees For Regular Candidate SNE Part II	10,600

5.7 Referrals.

Candidates who will be referred in the SNE examination can register to re-sit the **2016** SNE examination at their former colleges. Candidates who are repeating PTE examination should be registered using the **repeaters option in the system**.

6.0 REGULATIONS FOR REGISTRATION OF DIPLOMA IN EARLY CHILDHOOD DEVELOPMENT EDUCATION (ECDE) EXAMINATIONS

6.1 College/Institutional candidates entered for examinations must have been bona - fide enrolled students studying in the college/Institution.

- 6.2 Extra-territorial candidates who hold certificates from foreign examining boards that are equivalent to the prescribed minimum entry requirement will be eligible to sit for ECDE Diploma examination. Before registration for the examination, such candidates should seek equation of their qualifications from the Council authorizing them to register for the ECDE examination.
- 6.3 The minimum entry requirement for the Diploma in Early Childhood Education examination shall be:
- 6.3.1 Candidates of any age may enroll for the Diploma in Early Childhood Development and Education examination provided they possess **any one** of the following minimum qualifications:
- 6.3.1.1 **KCSE Grade C plain or KCE Division 2;**
- 6.3.1.2 Primary Teacher Education – **P1 Teacher Training Certificate;**
- 6.3.1.3 At least **D+ in the KCSE** examination or **KCE Division 3** and in addition have a **KNEC ECDE Certificate or Ministry of Education DICECE Certificate.**
- 6.3.1.4 **KCE Division 3 and KACE (A Level) certificate** with a minimum of 1 principal.
- 6.3.1.5 For institutions to access the registration platform they can log into the website:
<http://registration.knec.ac.ke/online-ecde>
- 6.3.2 Candidates wishing to take the examination for the first time must have undertaken either **four full terms of pre-service** training or **six in-service training** sessions in addition to fulfilling the requirements for teaching practice.

6.4 **Teaching Practice and Project**

A candidate must pass the project and teaching practice in order to be graded and awarded the Diploma in Early Childhood Development and Education. The Teaching Practice Marks are to be uploaded into the KNEC website <http://registration.knec.ac.ke/online-ecde> by the external assessors immediately after the final assessors meeting at the examination centre.

6.5 **Continuous Assessment Test (CAT) Marks and Final Teaching Practice**

Continuous Assessment Test marks for the Course Work and Final Teaching Practice Marks are to be uploaded into the KNEC website <http://registration.knec.ac.ke/online-ecde> as per the dates indicated in 6.5.1 and 6.5.2 below.

The uploaded CAT marks shall be printed for candidates to sign against their names. **The head of the institution is expected to sign and certify on each page of the hard copy and submit it to the Kenya National Examinations Council (Mitihani House)** as per the dates shown below:

6.5.1 Submission of CAT I and II between **1st and 15th Nov. 2016.**

6.5.2 Submission of Teaching Practice Marks between **15th and 30th November 2016.**

6.6 **Candidates will be required to enroll for all the eight (8) subjects for the Examination as shown below;**

6.6.1 Foundations of ECDE and Curriculum Development (6011)

6.6.2 Psychology, Personality Development, Guidance and Counseling (6012)

6.6.3 Child Growth and Development (6013)

6.6.4 Child Health, Nutrition and Rights (6014)

6.6.5 Management of ECDE, Community Development and Research (6015)

6.6.6 Methodology and Curriculum Activities (6016)

6.6.7 Research Project in ECDE (6017)

6.6.8 Teaching Practice (6018)

6.7 **ECDE Diploma Examination Fees**

Candidates are expected to pay for the ECDE examinations as per the Schedule shown in the table 6 below;

TABLE 6: ECDE DIPLOMA EXAMINATION FEE CHARGES

	TYPES OF FEE PAYMENT	TOTAL AMOUNT KSHS.
6.7.1	Basic Fee (regular and Repeaters)	1,260
6.7.2	Paper Fee	1,080
6.7.3	Project Fee per candidate	360
6.7.4	Teaching Practice Fee	2,500
6.7.5	Search Fee	450
6.7.6	Total Examination Fees For Regular Candidate	11,680
6.7.7	Total Examination Fees For Candidates Repeating One (1) Subject	2,790
6.7.8	Total Examination Fees For Candidates Repeating Two (2) Subjects	3,870
6.7.9	Total Examination Fees For Candidates Repeating Three (3) Subjects	4,950

6.8 Referrals.

Candidates who will be referred in the ECDE Diploma examination can register to re-sit the 2015 ECDE diploma examination at their former colleges. Candidates who are repeating ECDE examination should be registered using the **repeaters option in the system.**

7.0 REGULATIONS FOR REGISTRATION OF CERTIFICATE IN EARLY CHILDHOOD DEVELOPMENT EDUCATION (ECDE) EXAMINATIONS

- 7.1 College/Institutional candidates entered for the certificate in ECDE examination must have been bona - fide enrolled students studying in the college/Institution.
- 7.2 Extra-territorial candidates who hold certificates from foreign examining boards that are equivalent to the prescribed minimum entry requirement will be eligible to sit for ECDE certificate examination. Before registration for the examination, such candidates should seek equation of their qualifications from the Council authorizing them to register for the certificate in ECDE examination.

7.3 The minimum entry requirement for the Certificate in Early Childhood Education examination shall be:

7.3.1 Candidates of any age may enroll for the Certificate in Early Childhood Development and Education examination provided they possess **any one** of the following minimum qualifications:

7.3.1.1 KCSE Grade D+ (Plus) or KCE Division IV

7.3.1.2 Primary Teacher Education – P2 Teacher Training Certificate.

7.3.1.3 At least KCPE Certificate and must have passed Proficiency Test administered by KNEC.

7.3.1.4 Must have undertaken either four (4) full terms of pre-service training or six (6) in-service training sessions east sessions in addition to fulfilling the requirements for teaching practice.

7.3.1.5 For institutions to access the registration platform they can lock into the website:

<http://registration.knec.ac.ke/online-ecde>

7.3.2 Candidates wishing to take this examination for the first time must have undertaken either four (4) full terms of pre-service training or six (6) in-service training sessions in addition to fulfilling the requirements for teaching practice.

7.4 **Teaching Practice and Project**

A candidate must pass the Teaching Practice in order to be graded and awarded the Certificate in Early Childhood Development and Education. The Teaching Practice Marks are to be uploaded into the KNEC website <http://registration.knec.ac.ke/online-ecde> by the external assessors immediately after the final assessors meeting at the examination centre.

7.5 **Continuous Assessment Test (CAT) Marks and Final Teaching Practice**

Continuous Assessment Test marks for the Course Work and Final Teaching Practice marks are to be keyed into the KNEC website

<http://registration.knec.ac.ke/online-ecde> as per the dates indicated in 7.5.1 and 7.5.2 below.

The uploaded registration data is to be printed, each candidate sign against their names. **The head of the institution is expected to sign and certify on each page of the hard copies and submit it to the Kenya National Examinations Council (Mitihani House) for each candidate entered for the examination** as per the dates below:

7.5.1 Submission of CAT I and II between **1st and 30th Nov. 2016.**

7.5.2 Submission of Teaching Practice Marks between **15th and 30th October 2016.**

7.6 Candidates will be required to enroll for the following papers at one sitting:

7.6.1 Child Development and Psychology (7011)

7.6.2 Foundations and Management of ECDE (7012)

7.6.3 Child Health, Nutrition, Guidance and Counseling
(7013)

7.6.4 Curriculum and Methodology (7014)

7.6.5 English and Kiswahili (7015)

7.6.6 Curriculum Activities (7016)

7.6.7 Teaching Practice (7017)

7.7 Examination fees for certificate in ECDE

Candidates are expected to pay for the examinations as per the schedule shown in the table 6 below;

TABLE 6: ECDE CERTIFICATE EXAMINATION FEE CHARGES

	TYPES OF FEE PAYMENT	TOTAL AMOUNT KSHS.
7.7.1	Basic Fee (regular and Repeaters)	960
7.7.2	Paper Fee	780
7.7.3	Teaching Practice Fee	2,500

	TYPES OF FEE PAYMENT	TOTAL AMOUNT KSHS.
7.7.4	Search Fee	450
7.7.5	Total Examination Fees For Regular Candidate	8,140
7.7.6	Total Examination Fees For Candidates Repeating One (1) Subject	2,190
7.7.7	Total Examination Fees For Candidates Repeating Two (2) Subjects	2,970
7.7.8	Total Examination Fees For Candidates Repeating Three (3) Subjects	3,750

7.8 **Referrals.**

Candidates who will be referred in the ECDE certificate examination can register to re-sit the 2015 ECDE certificate examination at their former colleges. Candidates who are repeating ECDE examination should be registered using the **repeaters option in the system.**

8.0 REGULATIONS FOR REGISTRATION OF PROFICIENCY CERTIFICATE IN EARLY CHILDHOOD DEVELOPMENT EDUCATION (ECDE) EXAMINATIONS

- 8.1 Candidates entered for examinations must be registered by the DICECE programme officer on behalf of the District Education Officer. Colleges registering Proficiency Certificate candidates will be barred from registering candidates for the 2015 ECDE examination.
- 8.2 Extra-territorial candidates who hold certificates from foreign examining boards that are equivalent to the prescribed minimum entry requirement will be eligible to sit for ECDE Proficiency Certificate examinations. Before registration for the examination, such candidates should seek equation of their qualifications from the Council authorizing them to register for the proficiency certificate in ECDE examination.
- 8.3 The minimum entry requirement for the Proficiency Certificate in Early Childhood Education examination shall be:

8.3.1 A minimum of Kenya Certificate of Primary Education (KCPE).

8.3.2 KCSE Mean grade of D Plain and below.

8.4 The examination is meant for candidates who do not qualify for direct entry to the certificate course. It is premised on the understanding that the candidate has been working and preparing for or upgrading their previous grades or qualifications.

8.5 The examination will be pegged on candidate's competence in English, Arithmetic and General Studies. The Proficiency examination will consist of **2 papers**, each of **2 hours duration**.

8.5.1 8011/1: English (Grammar, Comprehension and Composition)

8.5.2 8011/2: Arithmetic

8.5.3 8012 : General Studies – consisting of issues in Geography, History, Civics, Emerging Issues, Family, Childcare and Environmental Issues.

8.6 Examination fees for Proficiency Certificate in ECDE.

Candidates are expected to pay for the examinations as per the schedule shown in the table 8 below;

TABLE 8: ECDE PROFICIENCY CERTIFICATE EXAMINATION FEE CHARGES

	TYPES OF FEE PAYMENT	TOTAL AMOUNT KSHS.
8.6.1	Basic Fee	1,500
8.6.2	Paper Fee	500
8.6.3	TOTAL FEES	2,500

8.7 District Education Officers must ensure that only those candidates who meet the minimum entry requirements for the course are registered for the examination.

8.8 Referrals

Those who sit for the proficiency examination will only be graded as **pass** or **fail**. **There shall be no referrals for the proficiency test**. The pass mark for the proficiency examination is (35) thirty five marks. Once a candidate fails, he/she cannot be referred.

9.0 EXAMINATION FEES COLLECTION ACCOUNTS FOR ALL TEACHER EDUCATION EXAMINATIONS

9.1 Payment can be made into the Council **Fees Collection Accounts** in any of the Banks listed in table 8 below. Ensure the relevant deposit slip is used for each examination for accounting purposes.

TABLE 8: KNEC FEES COLLECTION ACCOUNTS

	BANK
9.1.1	Co-operative Bank
9.1.2	National Bank of Kenya
9.1.3	Kenya Commercial Bank
9.1.4	Equity Bank

9.2 You are hereby advised that no other mode of payment will be accepted by the Council. The copies of the deposit slips will then be submitted to the Council at the end of the registration period.

10.0 QUERIES AND REMARKING OF TEACHER EDUCATION EXAMINATIONS

10.1 All queries and re-marking requests should be received by the council within **30 days** after the date of release of examination results. The re-marking requests should be forwarded to the Council by the Head of the Institution with the accompanying bank deposit slips. The remarking fee per examination paper is **One Thousand three hundred shillings (KShs. 1,300)**.

10.2 Heads of institutions must check the examination results immediately after the release and raise queries within the 30 days after the date of release. The queries raised during this period will not attract any penalty.

10.3 Examination related queries received after the 30 days under 10.2 above will attract a penalty fee of **Five Thousand shillings (Kes.5000)** for the Council to resolve the issue.

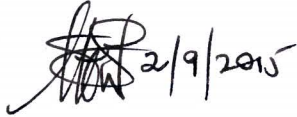
11.0 RE-SITTING OF FAILED/REFERRED CANDIDATES/CANCELLED RESULTS

- 11.1 As per the KNEC policy, candidates are **allowed to re-sit a failed/referred examination paper(s)/subject(s) any number of times within a period of five (5) years after the first sitting.**
- 11.2 Any candidate who does not pass all the papers within **five (5) years** after the initial sitting will have to **re-take the entire examination.**
- 11.3 Any candidate whose results read CRNM (Course requirement not met) must register for the missing subjects that led to award of a crnm).
- 11.4 Candidates whose results are cancelled and overall grade is given as 'y', are banned for **two** years from sitting the examination. They will only be eligible to sit for any examination after the two years period.

12.0 Photograph specifications

- 12.1 Must be in colour (at least 24 bits per pixel).
- 12.2 The size of the photo should be 45mm by 35mm in JPEG format (.jpg extension) or PNG format.
- 12.3 The photograph should not be compressed.
- 12.4 Only digital photos will be accepted.
- 12.5 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.
- 12.6 All facial features must be visible and unobstructed.
- 12.7 The image must be taken within 6 months of the submission date.
- 12.8 The head size should be of height 29mm and 34mm.
- 12.9 Candidate must face the camera directly and head must be centred within the photograph frame.

- 12.10 The background of the photo must be of a plain, light colour with no shadows on the subject.
- 12.11 Alterations of the photographs are prohibited.
- 12.12 Eye wear is accepted but only if they are not tinted or causing glare on the photo.
- 12.13 Head coverings are only allowed if worn for religious reasons and if they do not obscure any facial features.

 2/9/2015

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CHIEF EXECUTIVE OFFICER

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