



THE KENYA NATIONAL EXAMINATIONS COUNCIL

2024 KCSE EXAMINATION TIMETABLE, INSTRUCTIONS AND GUIDELINES

KNEC/TD/SE/KCSE/TT/24/008

1.0 INSTRUCTIONS AND SCHEDULE OF PAPERS FOR THE 2024 KCSE EXAMINATION

- 1.1 All first session examination papers will start at 8.00 a.m. and second session examination papers will start at 2.00 pm as indicated on the timetable.
- 1.2 The time allowed for each paper is indicated against the name of the paper and ***NO EXTRA TIME IS TO BE ALLOWED.*** In case of any discrepancy, the time stated on the question paper should be taken as the correct one. Time for reading through questions is part of the time shown on the question paper except where special paper instructions indicate otherwise.
- 1.3 Schools should upload marks for subjects with a Project component by **31st March 2024** for Milestone 1 and **31st July 2024** for Milestone 2 where applicable.

2.0 DAYS, DATES, SESSIONS AND DURATION OF 2024 KCSE EXAMINATION PAPERS

S.NO.	DAY & DATE	SESSION	ITEM NO.	PAPER	DURATION
2.1	JANUARY 2024 TO JULY 2024		1.	442/3 Art and Design (Project)	7 months
			2.	443/3 Agriculture (Project)	7 months
			3.	444/2 Woodwork (Project)	7 months
			4.	445/2 Metalwork (Project)	7 months
			5.	446/2 Building Construction (Project)	7 months
			6.	451/3 Computer Studies (Project)	7 months
2.2	FRIDAY 18/10/2024	REHEARSAL DAY			
2.3	TUESDAY 22/10/2024 TO FRIDAY 25/10/2024		7.	501/3 French (Oral)	15 minutes per candidate
			8.	502/3 German (Oral)	
			9.	504/3 Kenyan Sign Language (Practical Signing Skills)	
			10.	511/1 Music (Practical)	
2.4	TUESDAY 22/10/2024 TO MONDAY 28/10/2024		11.	503/3 Arabic (Oral)	15 minutes per candidate
2.5	WEDNESDAY 23/10/2024		12.	441/3 Practical Planning Session Home Science (Foods and Nutrition)	30 minutes
			13.	441/3 Practical Planning Session Home Science (Foods and Nutrition) Large print	30 minutes
			14.	441/3 Practical Planning Session Home Science (Foods and Nutrition) Braille	1 hour
2.6	MONDAY 28/10/2024 TO WEDNESDAY 30/10/2024		15.	441/3 Home Science – Foods and Nutrition (Practical)	1 hour 15 minutes
			16.	441/3 Home Science – Foods and Nutrition (Practical) Large Print	1 hour 15 minutes
			17.	441/3 Home Science – Foods and Nutrition (Practical) Braille	1 hour 45 minutes
2.7	WEDNESDAY 30/10/2024	8.00 am – 10.00 am (1 st session)	18.	501/1 French (Listening Comprehension, Dictation and Creative Writing)	2 hours
		8.00 am – 10.30 am (1 st session)	19.	501/1 French (Listening Comprehension, Dictation and Creative Writing) Braille	2 hours 30 minutes

S.NO.	DAY & DATE	SESSION	ITEM NO.	PAPER	DURATION
		8.00 am – 10.00 am (1 st session)	20.	502/1 German (Listening Comprehension and Composition)	2 hours
		8.00 am – 10.30 am (1 st session)	21.	503/2 Arabic (Grammar, Reading Comprehension and Composition)	2 hours 30 minutes
		8.00 am – 10.30 am (1 st session)	22.	503/2 Arabic (Grammar, Reading Comprehension and Composition) Large print	2 hours 30 minutes
		8.00 am – 10.00 am (1 st session)	23.	504/1 Kenyan Sign Language (Receptive Skills)	2 hours
		8.00 am – 10.30 am (1 st session)	24.	511/3 Music	2 hours 30 minutes
		8.00 am – 10.30 am (1 st session)	25.	511/3 Music Large print	2 hours 30 minutes
		8.00 am – 11.00 am (1 st session)	26.	511/3 Music Braille	3 hours
		11.00 am – 2.00 pm		BREAK	
		2.00 pm – 4.15 pm (2 nd session)	27.	501/2 French (Reading Comprehension, Grammar and Functional Writing)	2 hours 15 minutes
		2.00 pm – 4.15 pm (2 nd session)	28.	501/2 French (Reading Comprehension, Grammar and Functional Writing) Large print	2 hours 15 minutes
		2.00 pm – 4.45 pm (2 nd session)	29.	501/2 French (Reading Comprehension, Grammar and Functional Writing) Braille	2 hours 45 minutes
		2.00 pm – 4.30 pm (2 nd session)	30.	502/2 German (Grammar and Reading Comprehension)	2 hours 30 minutes
		2.00 pm – 4.30 pm (2 nd session)	31.	502/2 German (Grammar and Reading Comprehension) Large print	2 hours 30 minutes
		2.00 pm – 2.50 pm (2 nd session)	32.	503/1 Arabic (Listening Comprehension and Dictation)	50 minutes
		2.00 pm – 3.30 pm (2 nd session)	33.	504/2 Kenyan Sign Language (Language Use)	1 hour 30 minutes
		2.00 pm – 2.50 pm (2 nd session)	34.	511/2 Music (Aural)	50 minutes
2.8	THURSDAY 31/10/2024	8.00 am – 10.30 am (1 st session)	35.	441/1 Home Science	2 hours 30 minutes
		8.00 am – 10.30 am (1 st session)	36.	441/1 Home Science Large print	2 hours 30 minutes
		8.00 am – 11.00 am (1 st session)	37.	441/1 Home Science Braille	3 hours
		8.00 am – 9.30 am (1 st session)	38.	442/1 Art and Design	1 hour 30 minutes
		8.00 am – 9.30 am (1 st session)	39.	442/1 Art and Design Large print	1 hour 30 minutes
		8.00 am – 10.30 am (1 st session)	40.	444/1 Woodwork	2 hours 30 minutes
		8.00 am – 10.30 am (1 st session)	41.	444/1 Woodwork Large print	2 hours 30 minutes
		8.00 am – 10.30 am (1 st session)	42.	445/1 Metalwork	2 hours 30 minutes
		8.00 am – 10.30 am (1 st session)	43.	445/1 Metalwork Large print	2 hours 30 minutes
		8.00 am – 10.30 am (1 st session)	44.	446/1 Building Construction	2 hours 30 minutes

S.NO.	DAY & DATE	SESSION	ITEM NO.	PAPER	DURATION
		8.00 am – 10.30 am (1 st session)	45.	446/1 Building Construction Large print	2 hours 30 minutes
		8.00 am – 10.30 am (1 st session)	46.	448/1 Electricity	2 hours 30 minutes
		8.00 am – 10.30 am (1 st session)	47.	448/1 Electricity Large print	2 hours 30 minutes
		8.00 am – 10.30 am (1 st session)	48.	450/1 Aviation Technology	2 hours 30 minutes
		11.00 am - 2.00 pm		BREAK	
		2.00 pm – 4.30 pm (2 nd session)	49.	447/1 Power Mechanics	2 hours 30 minutes
		2.00 pm – 4.30 pm (2 nd session)	50.	447/1 Power Mechanics Large print	2 hours 30 minutes
		2.00 pm – 4.30 pm (2 nd session)	51.	449/1 Drawing and Design	2 hours 30 minutes
		2.00 pm – 4.30 pm (2 nd session)	52.	449/1 Drawing and Design Large print	2 hours 30 minutes
		2.00 pm – 4.30 pm (2 nd session)	53.	451/1 Computer Studies	2 hours 30 minutes
		2.00 pm – 4.30 pm (2 nd session)	54.	451/1 Computer Studies Large print	2 hours 30 minutes
2.9	FRIDAY 01/11/2024	8.00 am – 10.30 am (1 st session)	55.	441/2 Home Science – Clothing Construction (Practical)	2 hours 30 minutes
		8.00 am – 10.30 am (1 st session)	56.	441/2 Home Science – Clothing Construction (Practical) Large print	2 hours 30 minutes
		8.00 am – 11.00 am (1 st session)	57.	441/2 Home Science – Clothing Construction (Practical) Braille	3 hours
		8.00 am – 12.00 noon (1 st session)	58.	442/2 Art and Design (Practical)	4 hours
		8.00 am – 12.00 noon (1 st session)	59.	442/2 Art and Design (Practical) Large print	4 hours
		8.00 am – 10.30 am (1 st session)	60.	447/2 Power Mechanics (Practical)	2 hours 30 minutes
		8.00 am – 10.30 am (1 st session)	61.	447/2 Power Mechanics (Practical) Large print	2 hours 30 minutes
		8.00 am – 10.30 am (1 st session)	62.	448/2 Electricity (Practical)	2 hours 30 minutes
		8.00 am – 10.30 am (1 st session)	63.	448/2 Electricity (Practical) Large print	2 hours 30 minutes
		8.00 am – 10.30 am (1 st session)	64.	449/2 Drawing and Design (Practical)	2 hours 30 minutes
		8.00 am – 10.30 am (1 st session)	65.	450/2 Aviation Technology (Practical)	2 hours 30 minutes
		8.00 am – 10.30 am (1 st session)	66.	451/2 Computer Studies (Practical)	2 hours 30 minutes
		8.00 am – 10.30 am (1 st session)	67.	451/2 Computer Studies (Practical) Large print	2 hours 30 minutes
2.10	MONDAY 04/11/2024	8.00 am – 10.00 am (1 st session)	68.	101/1 English (Functional Skills)	2 hours
		8.00 am – 10.00 am (1 st session)	69.	101/1 English (Functional Skills) Large Print	2 hours
		8.00 am – 10.30 am (1 st session)	70.	101/1 English (Functional Skills) Braille	2 hours 30 minutes

S.NO.	DAY & DATE	SESSION	ITEM NO.	PAPER	DURATION
		8.00 am – 10.30 am (1 st session)	71.	101/1 English (Hearing Impaired)	2 hours 30 minutes
		10.30 am - 2.00 pm		BREAK	
		2.00 pm – 4.00 pm (2 nd session)	72.	233/1 Chemistry	2 hours
		2.00 pm – 4.00 pm (2 nd session)	73.	233/1 Chemistry Large print	2 hours
2.11	TUESDAY 05/11/2024	8.00 am – 10.30 am (1 st session)	74.	121/1 Mathematics Alt. A	2 hours 30 minutes
		8.00 am – 10.30 am (1 st session)	75.	121/1 Mathematics Alt. A Large print	2 hours 30 minutes
		8.00 am – 11.00 am (1 st session)	76.	121/1 Mathematics Alt. A Braille	3 hours
		8.00 am – 10.30 am (1 st session)	77.	122/1 Mathematics Alt. B	2 hours 30 minutes
		8.00 am – 10.30 am (1 st session)	78.	122/1 Mathematics Alt. B Large Print	2 hours 30 minutes
		11.00 am – 2.00 pm		BREAK	
		2.00 pm – 4.30 pm (2 nd session)	79.	101/2 English (Comprehension, Literary Appreciation & Grammar)	2 hours 30 minutes
		2.00 pm – 4.30 pm (2 nd session)	80.	101/2 English (Comprehension, Literary Appreciation & Grammar) Large print	2 hours 30 minutes
		2.00 pm – 5.00 pm (2 nd session)	81.	101/2 English (Comprehension, Literary Appreciation & Grammar) Braille	3 hours
		2.00 pm – 5.00 pm (2 nd session)	82.	101/2 English (Hearing Impaired)	3 hours
2.12	WEDNESDAY 06/11/2024	8.00 am – 10.00 am (1 st session)	83.	233/2 Chemistry	2 hours
		8.00 am – 10.00 am (1 st session)	84.	233/2 Chemistry Large print	2 hours
		8.00 am – 10.30 am (1 st session)	85.	237/1 General Science	2 hours 30 minutes
		8.00 am – 10.30 am (1 st session)	86.	237/1 General Science Large print	2 hours 30 minutes
		10.30 am – 2.00 pm		BREAK	
		2.00 pm – 4.30 pm (2 nd session)	87.	101/3 English (Creative Composition and Essays based on Set Texts)	2 hours 30 minutes
		2.00 pm – 4.30 pm (2 nd session)	88.	101/3 English (Creative Composition and Essays based on Set Texts) Large print	2 hours 30 minutes
		2.00 pm – 5.00 pm (2 nd session)	89.	101/3 English (Creative Composition and Essays based on Set Texts) Braille	3 hours
		2.00 pm – 5.00 pm (2 nd session)	90.	101/3 English (Hearing Impaired)	3 hours
2.13	THURSDAY 07/11/2024	8.00 am – 10.30 am (1 st session)	91.	102/2 Kiswahili (Lugha)	2 hours 30 minutes
		8.00 am – 10.30 am (1 st session)	92.	102/2 Kiswahili (Lugha) Large print	2 hours 30 minutes
		8.00 am – 11.00 am (1 st session)	93.	102/2 Kiswahili (Lugha) Braille	3 hours
		11:00 am – 2.00 pm		BREAK	

S.NO.	DAY & DATE	SESSION	ITEM NO.	PAPER	DURATION
		2.00 pm – 3.45 pm (2 nd session)	94.	102/1 Kiswahili (Insha)	1 hour 45 minutes
		2.00 pm – 3.45 pm (2 nd session)	95.	102/1 Kiswahili (Insha) Large Print	1 hour 45 minutes
		2.00 pm – 4.15 pm (2 nd session)	96.	102/1 Kiswahili (Insha) Braille	2 hours 15 minutes
2.14	FRIDAY 08/11/2024	8.00 am – 10.15 am (1 st session)	97.	233/3 Chemistry (Practical)	2 hours 15 minutes
		8.00 am – 10.15 am (1 st session)	98.	233/3 Chemistry (Practical) Large print	2 hours 15 minutes
2.15	MONDAY 11/11/2024	8.00 am – 10.30 am (1 st session)	99.	121/2 Mathematics Alt. A	2 hours 30 minutes
		8.00 am – 10.30 am (1 st session)	100.	121/2 Mathematics Alt. A Large Print	2 hours 30 minutes
		8.00 am – 11.00 am (1 st session)	101.	121/2 Mathematics Alt. A Braille	3 hours
		8.00 am – 10.30 am (1 st session)	102.	122/2 Mathematics Alt. B	2 hours 30 minutes
		8.00 am – 10.30 am (1 st session)	103.	122/2 Mathematics Alt. B Large Print	2 hours 30 minutes
		11.00 am – 2.00 pm		BREAK	
		2.00 pm – 4.30 pm (2 nd session)	104.	102/3 Kiswahili (Fasihi)	2 hours 30 minutes
		2.00 pm – 4.30 pm (2 nd session)	105.	102/3 Kiswahili (Fasihi) Large print	2 hours 30 minutes
		2.00 pm – 5.00 pm (2 nd session)	106.	102/3 Kiswahili (Fasihi) Braille	3 hours
2.16	TUESDAY 12/11/2024	8.00 am – 10.30 am (1 st session)	107.	313/1 Christian Religious Education	2 hours 30 minutes
		8.00 am – 10.30 am (1 st session)	108.	313/1 Christian Religious Education Large print	2 hours 30 minutes
		8.00 am – 11.00 am (1 st session)	109.	313/1 Christian Religious Education Braille	3 hours
		8.00 am – 10.30 am (1 st session)	110.	314/1 Islamic Religious Education	2 hours 30 minutes
		8.00 am – 10.30 am (1 st session)	111.	314/1 Islamic Religious Education Large print	2 hours 30 minutes
		8.00 am – 11.00 am (1 st session)	112.	314/1 Islamic Religious Education Braille	3 hours
		8.00 am – 10.30 am (1 st session)	113.	315/1 Hindu Religious Education	2 hours 30 minutes
		8.00 am – 10.30 am (1 st session)	114.	315/1 Hindu Religious Education Large print	2 hours 30 minutes
		8.00 am – 11.00 am (1 st session)	115.	315/1 Hindu Religious Education Braille	3 hours
		11.00 am – 2.00 pm		BREAK	
		2.00 pm – 4.00 pm (2 nd session)	116.	231/1 Biology	2 hours
		2.00 pm – 4.00 pm (2 nd session)	117.	231/1 Biology Large print	2 hours
		2.00 pm – 4.30 pm (2 nd session)	118.	236/1 Biology (For the Blind) Braille	2 hours 30 minutes

S.NO.	DAY & DATE	SESSION	ITEM NO.	PAPER	DURATION	
2.17	WEDNESDAY 13/11/2024	8.00 am – 10.30 am (1 st session)	119.	313/2 Christian Religious Education	2 hours 30 minutes	
		8.00 am – 10.30 am (1 st session)	120.	313/2 Christian Religious Education Large print	2 hours 30 minutes	
		8.00 am – 11.00 am (1 st session)	121.	313/2 Christian Religious Education Braille	3 hours	
		8.00 am – 10.30 am (1 st session)	122.	314/2 Islamic Religious Education	2 hours 30 minutes	
		8.00 am – 10.30 am (1 st session)	123.	314/2 Islamic Religious Education Large print	2 hours 30 minutes	
		8.00 am – 11.00 am (1 st session)	124.	314/2 Islamic Religious Education Braille	3 hours	
		8.00 am – 10.30 am (1 st session)	125.	315/2 Hindu Religious Education	2 hours 30 minutes	
		8.00 am – 10.30 am (1 st session)	126.	315/2 Hindu Religious Education Large print	2 hours 30 minutes	
		8.00 am – 11.00 am (1 st session)	127.	315/2 Hindu Religious Education Braille	3 hours	
		11.00 am – 2.00 pm		BREAK		
		2.00 pm – 4.30 pm (2 nd session)	128.	311/1 History and Government	2 hours 30 minutes	
		2.00 pm – 4.30 pm (2 nd session)	129.	311/1 History and Government Large print	2 hours 30 minutes	
		2.00 pm – 5.00 pm (2 nd session)	130.	311/1 History and Government Braille	3 hours	
		2.18	THURSDAY 14/11/2024	8.00 am – 10.00 am (1 st session)	131.	231/2 Biology
8.00 am – 10.00 am (1 st session)	132.			231/2 Biology Large print	2 hours	
8.00 am – 10.30 am (1 st session)	133.			236/2 Biology (For the Blind) Braille	2 hours 30 minutes	
10.30 am – 2.00 pm				BREAK		
2.00 pm – 4.30 pm (2 nd session)	134.			311/2 History and Government	2 hours 30 minutes	
2.00 pm – 4.30 pm (2 nd session)	135.			311/2 History and Government Large print	2 hours 30 minutes	
2.00 pm – 5.00 pm (2 nd session)	136.			311/2 History and Government Braille	3 hours	
2.19	FRIDAY 15/11/2024	8.00 am – 9.45 am (1 st session)	137.	231/3 Biology (Practical)	1 hour 45 minutes	
		8.00 am – 9.45 am (1 st session)	138.	231/3 Biology (Practical) Large print	1 hour 45 minutes	
		8.00 am – 10.15 am (1 st session)	139.	236/3 Biology (Practical for Blind Candidates) Braille	2 hours 15 minutes	
2.20	MONDAY 18/11/2024	8.00 am – 10.45 am (1 st session)	140.	312/1 Geography	2 hours 45 minutes	
		8.00 am – 10.45 am (1 st session)	141.	312/1 Geography Large print	2 hours 45 minutes	
		8.00 am – 11.15 am (1 st session)	142.	312/1 Geography Braille	3 hours 15 minutes	
		11.15 am – 2.00 pm		BREAK		

S.NO.	DAY & DATE	SESSION	ITEM NO.	PAPER	DURATION
		2.00 pm – 4.00 pm (2 nd session)	143.	232/1 Physics	2 hours
		2.00 pm – 4.00 pm (2 nd session)	144.	232/1 Physics Large Print	2 hours
		2.00 pm – 4.30 pm (2 nd session)	145.	237/2 General Science	2 hours 30 minutes
		2.00 pm – 4.30 pm (2 nd session)	146.	237/2 General Science Large print	2 hours 30 minutes
2.21	TUESDAY 19/11/2024	8.00 am – 10.00 am (1 st session)	147.	565/1 Business Studies	2 hours
		8.00 am – 10.00 am (1 st session)	148.	565/1 Business Studies Large print	2 hours
		8.00 am – 10.30 am (1 st session)	149.	565/1 Business Studies Braille	2 hours 30 minutes
		10.30 am – 2.00 pm	BREAK		
		2.00 pm – 4.00 pm (2 nd session)	150.	443/1 Agriculture	2 hours
		2.00 pm – 4.00 pm (2 nd session)	151.	443/1 Agriculture Large print	2 hours
		2.00 pm – 4.30 pm (2 nd session)	152.	443/1 Agriculture Braille	2 hours 30 minutes
2.22	WEDNESDAY 20/11/2024	8.00 am – 10.45 am (1 st session)	153.	312/2 Geography	2 hours 45 minutes
		8.00 am – 10.45 am (1 st session)	154.	312/2 Geography Large print	2 hours 45 minutes
		8.00 am – 11.15 am (1 st session)	155.	312/2 Geography Braille	3 hours 15 minutes
		11.15 am – 2.00 pm	BREAK		
		2.00 pm – 4.00 pm (2 nd session)	156.	232/2 Physics	2 hours
		2.00 pm – 4.00 pm (2 nd session)	157.	232/2 Physics Large print	2 hours
2.23	THURSDAY 21/11/2024	8.00 am – 10.30 am (1 st session)	158.	565/2 Business Studies	2 hours 30 minutes
		8.00 am – 10.30 am (1 st session)	159.	565/2 Business Studies Large print	2 hours 30 minutes
		8.00 am – 11.00 am (1 st session)	160.	565/2 Business Studies Braille	3 hours
		11.00 am – 2.00 pm	BREAK		
		2.00 pm – 4.00 pm (2 nd session)	161.	443/2 Agriculture	2 hours
		2.00 pm – 4.00 pm (2 nd session)	162.	443/2 Agriculture Large print	2 hours
		2.00 pm – 4.30 pm (2 nd session)	163.	443/2 Agriculture Braille	2 hours 30 minutes
2.24	FRIDAY 22/11/2024	8.00 am – 10.30 am (1 st session)	164.	232/3 Physics (Practical)	2 hours 30 minutes
		8.00 am – 10.30 am (1 st session)	165.	232/3 Physics (Practical) Large print	2 hours 30 minutes

3.0 INSTRUCTIONS AND GUIDELINES TO TEACHERS AND CANDIDATES

3.1 INSTRUCTIONS TO TEACHERS

Teachers are advised to ensure that the candidates read these instructions and guidelines carefully and adhere to them. The candidates should be made aware of the penalties for examination irregularities or misconduct.

3.2 INSTRUCTIONS TO CANDIDATES

- 3.2.1 Avail yourself for searching outside the examination room and be seated at your desk/table **15 minutes** before the time fixed for the examination in the various papers. The first session will start at **8.00 a.m.** followed by the second session at **2.00 pm** as indicated on the timetable.
- 3.2.2 A candidate who arrives late will be required to give a satisfactory reason to the Supervisor. Only in exceptional circumstances will a paper be given to any candidate who is more than **half an hour** late. Absolute punctuality is essential for all papers.
- 3.2.3 Check the question paper you have been given to confirm that it is the paper you registered for.
- 3.2.4 If the questions indicate that a map or other material should have been provided, and they are not, inform the Supervisor at once.
- 3.2.5 Attend carefully to any general instructions that may be given on the first page of a paper, e.g. instructions limiting the number of questions that should be answered.
- 3.2.6 Check to ensure that each page of your question paper is printed. Ensure that your name, index number have been written correctly on the Question Paper/answer script, sign and write the date of the examination on the answer booklet.
- 3.2.7 Write on both sides of the paper, but do not use the margins. Begin the answer to each separate part of a question on a fresh line.
- 3.2.8 Write the number of the question clearly in the left-hand margin at the beginning of each answer. Do not copy the question. Be careful to use the same system of numbering as appears in the question paper. Leave a blank line after the answer to each question.
- 3.2.9 Write your responses in **black or blue** ink. You may use fountain pen or ball point pen but not erasable pens. Pencil should only be used for diagrams. Bring mathematical and drawing instruments for subjects for which they will be needed.
- 3.2.10 Read each question carefully. A lot of time may be wasted in writing down information that is not asked for and no marks will be given for it.
- 3.2.11 Do not spend too much time on one or two questions. Leave yourself adequate time to answer other questions.
- 3.2.12 As soon as notice is given to stop, make sure your name, index number, signature and the date of the examination are written on the answer booklet and then hand it over to the supervisor/invigilator.

3.3 CAUTION TO CANDIDATES

- 3.3.1 You are not allowed to leave the examination room before the end of the period allocated to the paper except with special permission from the Supervisor. **No candidate so permitted to leave may take a question paper or answer booklet out of the examination room.**

- 3.3.2 Do not leave a sheet of paper you have written on or your answers in such a position that another candidate can read them. You should not give or obtain unfair assistance, or attempt to do so, whether by copying or in any other way, and your work should not show proof of such unfair assistance.
- 3.3.3 No communication whatsoever, in whatever manner is permitted between candidates or with outsiders during the examination.
- 3.3.4 You are not allowed to have in your possession or in your proximity while in the examination room, any book, notes, papers or any other materials whatsoever except the correct question papers and any materials expressly authorized by the Kenya National Examinations Council.
- 3.3.5 You may only use Mathematical tables printed by the Kenya National Examinations Council, and these should not contain any additional notes except the printed information. If you are using a calculator as permitted by the Regulations, it should be the specified nonprogrammable calculator. If in doubt, consult with the Supervisor. Calculators may be used in the following subjects Mathematics, Biology, Physics, Chemistry, Geography, Agriculture, Woodwork, Metalwork, Building Construction, Power Mechanics, Electricity, Drawing & Design, Aviation Technology, Computer Studies and Business Studies.
- 3.3.6 You must return to the Supervisor any question paper that has smudges, errors or is badly printed immediately.
- 3.3.7 You must not take any used or unused paper out of the examination room. Any rough work must be done on the official answer booklet and, if not to be submitted with the answers, must be left on the desk to be collected by the Supervisor and destroyed.
- 3.3.8 Any misconduct or causing of disturbance in or near the examination room will be treated as an examination irregularity.
- 3.3.9 For practical papers to be taken in shifts, all candidates taking the examination must avail themselves for confinement. Any candidate who does not present him/herself for confinement will have committed an examination irregularity.
- 3.3.10 Cell phones or any other electronic communication device are prohibited in examination centres. Any candidate found in possession of a cell phone or any other electronic communication device will have his or her results cancelled.
- 3.3.11 In case you notice any suspected cases of examination malpractice please bring the same to the attention of KNEC through your Principal, teachers or any other means which are within your reach.

3.4 GUIDELINES TO CENTRE MANAGERS, SUPERVISORS, AND INVIGILATORS

- 3.4.1 The Centre Managers should ensure that the supervisors and invigilators deployed to their centres have not served in the same centre for three consecutive years.
- 3.4.2 A supervisor is deployed for every two hundred (200) candidates and for every examination room a maximum of 20 candidates must have an invigilator.
- 3.4.3 There should be at least two security officers in each examination centre. Where candidature are more than 250 candidates, the centre can request one additional security officer.
- 3.4.4 During the optional papers, candidates should be grouped in one or more examination room(s). They will move with their desks and go back to their rooms during the compulsory papers. Some invigilators will stay away during days of the

- optional papers and only the required number should invigilate. The supervisor should rotate them accordingly.
- 3.4.5 Only authorized persons shall be allowed in the examination centre when the exams are on-going as stipulated by KNEC.
- 3.4.6 Supervisors and Invigilators should ensure that candidates are issued with personalized Question papers that bear their names and random number in addition to other features that will be described and communicated during the examination period.
- 3.4.7 Supervisors should ensure that the candidates have signed on their answer scripts before they collect the answer scripts from each candidate while the candidates should ensure that they only take the subjects they are registered for. sign the script control form before collecting them for packing. They must count the candidates' scripts to ensure they tally with the present candidates.
- 3.4.8 The KCSE **seating plan** and **Script Control Forms MUST NOT BE STAMPED** by the centre manager, nor are any details of the school indicated on them.
- 3.4.9 The centre managers and the supervisors **MUST** ensure the **correct return envelope** and **cover page** is used. Candidates' answer scripts should not be **over-stuffed** in one return envelope, they should be distributed evenly depending on the return envelopes and cover pages provided for each paper.

4.0 PENALTY FOR EXAMINATION IRREGULARITIES

- 4.1 The **KNEC Act No. 29 of 2012** Offences and Penalties stated in **Sections 27 to 40** for cases of examination irregularities will apply. Some of the highlights in these **Sections** state that:
- 4.1.1 A candidate who commits an examination irregularity in any paper will have the results for the **whole subject** cancelled. Such a candidate will not be entitled to a result and will be awarded result "Y" overall.
- 4.1.2 If there is evidence of wide-spread irregularities in any examination centre, the examination results for the whole centre will be cancelled.
- 4.2 **Any person who:**
- a) gains access to examination material and knowingly reveals the contents, whether orally or in writing, to an unauthorized party, whether a candidate or not, will be in violation of **Section 27** of the **Act** and the penalty will be imprisonment for a term not exceeding **ten years**, or a fine not exceeding **two million shillings** or both;
 - b) willfully and maliciously damages examination material will be in violation of **Section 30** of the **Act** and the penalty will be imprisonment for a term not exceeding **five years** or a fine not exceeding **five million shillings** or both;
 - c) is not registered to take a KNEC examination but, with intent to **impersonate**, presents or attempts to present himself to take the part of an enrolled candidate will be in violation of **Section 31** of the **Act**, and shall be guilty of an offence and liable to imprisonment for a term not exceeding **two years** or a fine not exceeding **two million shillings** or both and shall be prohibited from taking an examination conducted by or on behalf of the Council for a period of **three years**.
- 4.3 Candidates should not commit any examination irregularity to avoid having their results cancelled.

CHIEF EXECUTIVE OFFICER