



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/EA/EM/KCSE/CIR/PROJECT/2024/001

5th February, 2024

- To:**
- i) **All County Directors of Education**
 - ii) **All Principals of Secondary Schools presenting candidates for the 2024 KCSE examination**
 - iii) **All Principals of Secondary Schools hosting the 2024 KCSE examination private candidates**

ADVANCE INSTRUCTIONS FOR CONDUCT OF THE 2024 KCSE EXAMINATION PROJECTS AND PRACTICALS FOR GROUP IV AND V SUBJECTS

Administration of the 2024 KCSE examination will commence with the following Projects and Practical papers for the Group IV and V subjects as follows:

- (a) Projects; **Art & Design (442/3), Agriculture (443/3), Woodwork (444/2), Metalwork (445/2), Building Construction (446/2) and Computer Studies (451/3);**
- (b) Practical papers; **French (501/3), German (502/3), Arabic (503/3), Kenyan Sign Language (504/3) and Music (511/1).**

In this regard, the Kenya National Examinations Council (KNEC) hereby issues the following instructions to guide conduct of the Project and Practicals:

1.0 The 2024 KCSE Examination Projects:

- 1.1 All Projects and related advance instructions for KCSE examination subjects with a Project component have been posted on the KNEC KCSE projects portal for access by schools as timetabled, through the KNEC website www.knec.ac.ke;
- 1.2 All Principals and/or County Directors of Education (in the case of private candidates) will access the instructions by logging on to the KNEC website www.knec-portal.ac.ke and clicking on 2024 Project/Practical button to download all the instructions related to the subjects the candidates are registered for;
- 1.3 The Principal/Subject teacher or County Director of Education (for private candidates) will access the instructions by logging into the KNEC Project/Practical portal using the User Code and Password for the examination centre;
- 1.4 A *User Manual* is available on the KNEC projects portal to guide on logging into the projects' portal; downloading the advance instructions; keying in candidates' scores; uploading photographic evidence; downloading; and printing reports on the Milestones.
- 1.5 The Projects' assessment will have **two (02) key Milestones: Milestone I and Milestone II**, which must be uploaded by within the specified timelines as given below:

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Telephone: (+254-20) 341098/50/71, 317419/12/13, 341113 **Fax:** (+254-20) 2226032

E-mail: ceo@knec.ac.ke; **Website:** www.knec.ac.ke

PAPER CODE	SUBJECT/PROJECT NAME	DEADLINE FOR UPLOADING MILESTONE I	DEADLINE FOR UPLOADING MILESTONE II
442/3	Art and Design 2D	31 st March 2024	
	Art and Design 3D		31 st July 2024
443/3	Agriculture	31 st March 2024	31 st July 2024
444/2	Woodwork	31 st March 2024	31 st July 2024
445/2	Metalwork	31 st March 2024	31 st July 2024
446/2	Building Construction	31 st March 2024	31 st July 2024
451/3	Computer Studies	31 st March 2024	31 st July 2024

- 1.6 At the end of each Milestone, the Subject Teachers will key in the **candidates' scores** and upload the **pictorial evidence** on the Project portal. The pictorial evidence should be a group photograph of the candidates at their workstations in either **Graphic Interface Format (.gif) or JPEG (.jpg)** format.
- 1.7 The project portal will **only be accessible** for keying in of scores and uploading of pictorial evidence for a period of **one month** prior to the deadline(s).
- 1.8 It is the responsibility of the CDEs (for private candidates) or Principals to ensure the project work is done by the candidates and the candidates' scores are keyed in and uploaded within the specified timelines failure to which:
- 1.8.1 A penalty fee of **five hundred shillings (Kshs. 500.00)** per candidate shall be charged for failure to upload within the specified timelines;
- 1.8.2 KNEC shall institute punitive measure, including (but not limited to), pending of the candidates' results and/or deregistration of the institutions from being KNEC examination centre.
- 1.9 KNEC will closely monitor the project progress and authenticity of the scores for all the candidates registered for the year 2024 KCSE **Project/Practical** examination.
- 1.10 The school and individual candidates will be expected to compile and maintain a portfolio (file) of evidence on the progress of the Project work to be presented for assessment and monitoring.
- 1.11 It is important for all CDEs (for private candidates), Principals, Subject teachers and candidates to note that all documents relating to assessment and conduct of examinations are **confidential** and must be handled as such, at all times.

2.0 The 2024 KCSE Examination Oral, Aural and Practical Papers:

- 2.1 The advance instructions for Art and Design (**442/2**) and Computer Studies (**451/2**) practical papers will be uploaded on the schools' Project portal by **September, 2024** to enable schools prepare the required materials in good time for the examination.
- 2.2 Keying in and uploading of candidates' scores for KCSE examination papers with Oral, Aural and Practical components for French (**501/3**), German (**502/3**), Arabic (**503/3**), Kenyan Sign Language (**504/3**) and Music (**511/1**) will be done by the **assessors, after assessment of the candidates, on the examination day** as per the assessment timetable.
- 2.3 Keying in and uploading of Home Science practical (**441/3**) candidates' scores will be done by the subject teachers after the assessment of the candidates on the

examination day as per the assessment timetable.

3.0 Evidence of Uploaded Scores

All Principals/Subject teachers or CDEs (for private candidates) are expected to download the candidates' scores report (in PDF format), print a hard copy of the uploaded scores for each milestone and maintain it as evidence. **This is applicable to the subjects with a project and Home Science (441/3) practicals only.**

4.0 Host Centres for Private candidates

CDEs with private candidates registered for subjects with a project/practical component are requested to identify the schools that will host the private candidates for the project/practical work and inform KNEC in writing.

Please bring this information to all the relevant persons involved and ensure compliance to the guidelines for effective administration of the projects and practicals.



Dr. David Njengere, MBS
CHIEF EXECUTIVE OFFICER, KNEC

cc:

The Principal Secretary, State Department of Basic Education, MoE

The Director General, MoE

The Director, Quality Assurance and Standards, MoE

The Director, Secondary, MoE

All Regional Directors of Education, MoE

All TSC Regional Directors

All TSC County Directors

