

THE KENYA NATIONAL EXAMINATIONS COUNCIL

'On the Frontline in Quality Assessment and Examination'

REF: KNEC/EA/FA/KCPE/KCSE/PSE/MAR/012

TO: ALL 2012 KNEC EXAMINERS

RE: MARKING INSTRUCTIONS FOR KNEC KCPE, KCSE AND POST SCHOOL EXAMINERS

1.0 Instructions to Examiners

The instructions below define the regulations governing marking of national examinations. You are advised to read them carefully before accepting to mark as you will be expected to adhere to each of them strictly. Acceptance to mark will be deemed as acceptance to adhere to all these regulations as well as the payments subscribed in the acceptance letter.

1.1 **Marking Discipline**

- 1.1.1 Examiners will be issued with copies of Marking Regulations on arrival. This document should be read by each examiner and its contents adhered to in the course of marking. It is the responsibility of each examiner to ensure that the document is returned to the Centre Organizer before the end of the marking exercise. Failure to return the regulations may lead to the offending examiners being surcharged.
- 1.1.2 Except for Examiners in Charge on their own, all other examiners will work under supervision of senior examiners whose professional instructions they are required to follow.
- 1.1.3 Authority to mark extra scripts will be given by the Chief Examiner when an examiner/team has satisfactorily cleared his/her/their scripts allocation. The Council reserves the right to transfer scripts from any examiner/team to another examiner/team should circumstances dictate.
- 1.1.4 Examiners are not allowed to carry away scripts from the marking rooms/centres. All marking must be done in the specified rooms at the marking centre. Any examiner found contravening this regulation will be dismissed instantly and a report made to his/her employer for disciplinary action.

1.2 Integrity

Integrity is an important requirement for being an examiner.

1.2.1 Examiners are required to complete claim forms accurately and honestly.

You are therefore warned that any false claims presented at the marking centre will not be paid. Any examiner who presents false claims to the Council with intent to defraud the Council of funds will be liable to instant dismissal from the marking exercise and prosecution.

1.2.2 Any evidence of **vested** interests in the work of candidates is unethical and may lead to examiners being barred from marking. In this regard, examiners are requested to declare on the acceptance form the centres whose scripts should not be allocated to them. They should also declare to the Team Leaders when marking is in progress.

NB: Please note that the work you are accepting to undertake is highly confidential and requires high level of integrity, confidentiality, maturity and discipline. Therefore you will be held **accountable** for your actions.

1.3 Travelling to the Marking Centre

- 1.3.1 All examiners are required to make their own travel arrangements <u>from their</u> <u>official contact addresses</u> to the marking centre.
- 1.3.2 <u>ALL EXAMINERS WILL BE ACCOMMODATED AT THE MARKING CENTRE</u>. All examiners should report to the marking centres for their subject/paper by <u>6.00</u> <u>p.m</u>. on the eve of the marking date shown on the letters of invitation. The Council <u>will not</u> be responsible for any expenses incurred by examiners who report for marking <u>before</u> the official arrival date.
- 1.3.3 Examiners should **carry** their letters of invitation and present them to the Centre Organizers at the time of checking in.
- 1.3.4 In this regard, Chief Examiners and Examiners in Charge <u>should not</u> permit any person without the invitation letter to participate in marking without the express authority of the Council.

1.4 Institutional Rules and Property

- 1.4.1 Examiners are required to respect and to be personally responsible for all Council and institutional property issued to them and exercise great care when using institutional crockery and cutlery to avoid loss and/or breakage while at the marking centre.
- 1.4.2 Examiners must return all the property issued in their names to the relevant authorities at the marking centres before they leave the centres. Failure to do so may lead to their being surcharged.
- 1.4.3 All examiners must observe the meal times and hours for visiting sick bay as set out by the administration of the marking centre.
- 1.4.4 Examiners' marking rooms and hostels are <u>out of bounds</u> to unauthorized visitors.
- 1.4.5 Marking centres are out of bounds to members of the mass media and examiners **should not** discuss marking and other welfare issues with members of the press or other unauthorized persons during and after the exercise.

1.5 Payment of Examiners Expenses

- 1.5.1 The Council will reimburse the following expenses incurred by examiners:
 - a) an out of pocket allowance per day;
 - b) travel (inclusive of subsistence) from the examiners' official contact addresses to the marking centres and return at a fixed rate;
 - c) commuter allowance to examiners using own car or public transport at a flat rate of Ksh 700/= and 250/= respectively return journey per day. This refers to examiners who work around the marking centres as per their official contact addresses.
- 1.5.2 Basic fees as indicated in the invitation letter.
- 1.5.3 Payments to Examiners at the marking centre will be made on production of their personal national identity card. Examiners must ensure that they bring their identity cards to avoid inconveniences. Should the payments be made through M-Pesa mode examiners will be required to furnish the council with correct Mobile Numbers.

1.5.4 Enquiries on Payment

Examiners should note that for security reasons, casual visits to the Council offices are not allowed. Enquiries about claims should be made in writing. Visits to Council offices will only be allowed if appointments had been made in advance through the Chief Examiners and Centre Organizers.

1.5.5 Medical Expenses

- a) The Council will make arrangements to avail a First Aid Kit at the marking centres for care of minor ailments such as headaches and stomach upsets.
- b) Examiners are encouraged to take the necessary precautions against malaria whenever they have to travel to marking centres far away from their duty stations.
- c) The Council will not meet inpatient, optical, dental, maternity treatment, laboratory tests and surgery medical expenses incurred by any examiner.
- d) Examiners who are **already ill** are advised not to take up the marking contract for the session but instead write indicating their willingness to mark in future.

1.6 **Senior Examiners**

1.6.1 Senior examiners are requested to carry out thorough and continuous coordination as well as accurate completion of the various documents related to Marking and Awards.

- 1.6.2 Chief Examiners and Examiners-in-Charge required will be informed the dates for co-ordination meetings under separate cover.
- 1.6.3 All senior examiners are required to avail themselves of the various documents related to their work through the Centre Organizers.
- 1.6.4 Chief Examiners and Examiners in Charge will be responsible for the distribution of stationery to examiners and should ensure that all non-consumable stationery items issued to examiners are returned and handed over to Centre Organizers before the examiners leave the marking centres.
- 1.6. 5 The Chief Examiners and Examiners in Charge will organize checking of marked scripts and the transfer of marks on to mark sheets by the Examiners. The chief Examiner/ Examiner in Charge should be satisfied that all marks printouts and other documents have been properly completed and handed in before examiners leave the marking centre. It is the responsibility of each examiner to obtain such clearance before leaving the marking centre.
- 1.6.6 The Team leader will keep a record of the number of scripts coordinated and marked. This record will be updated as the marking progresses. He/she must ensure that examiners sign the final document as it will form the basis for payments.
- 1.6.7 At the closing of marking, the chief examiner must ensure that all examiners sign the final record of number of scripts marked document. No payment will be honoured unless all the examiners have signed.
- 1.6.8 Chief examiners/Examiners in charge will obtain from paying officers and return duplicate copies of all the vouchers of payment of out of pocket, advance, travel and any other payments made to examiners during the marking session. These copies will then be submitted to the centre organizer who will in turn submit them to the council office at industrial Area, Likoni Road at the end of the marking exercise.

1.6.9 Senior Examiners Marking Report

It will be the responsibility of the Chief Examiner/Examiner in Charge to ensure that the Chief Examiner's Report is written, is detailed and accurate and the contract between the KNEC and the Chief Examiner will only be realized after successful marking and submission of the Chief Examiner Report to KNEC. They are also expected to submit a detailed report about the marking centre i.e. cleanliness of marking centre, promptness of payment, food, reception and availability of Centre Organizers and their Assistants.

1.7 Any problems encountered at the marking centre **should** be communicated to the Examiner in Charge who will then communicate to the Centre Organizer. This channel of communication must strictly be adhered to. Under no circumstance may examiners communicate with the press or other parties regarding any aspect of their work, before, during and after the exercise.

2.0 Obligations between the Examiners and KNEC

2.1 Scope of Work

The marking service to be provided by the examiner is as follows;

- 2.1.1 Normal marking of examination scripts;
- 2.1.2 Checking of marked scripts to ensure validity, reliability and accuracy of mark allocation.

2.2 Payments

The fees and expenses for the marking to be made by the KNEC shall include;

- 2.2.1 Stipulated travel and subsistence expenses incurred while travelling to and from the marking centre.
- 2.2.2 Stipulated commuter allowance for examiners commuting from their residences to various marking centres using own or using public means.

2.3 Obligations/Responsibilities of an Examiner

- 2.3.1 The examiner <u>must not</u> disclose his/her identity as a marker or divulge any information acquired in the course of their work;
- 2.3.2 The examiner will be expected to adhere to the marking regulations as set out by the Council;
- 2.3.3 The examiner will complete mark printouts and claim forms accurately and honestly;
- 2.3.4 The examiner <u>will not</u> be allowed to do partial marking <u>unless</u> due to illness or unforeseeable circumstances that may rise;
- 2.3.5 The examiner should declare on the Acceptance Form the centres whose scripts should not be allocated to him/her before the marking starts due to conflict of interest;
- 2.3.6 The examiner <u>must</u> ensure that his/her work is checked and validated by another examiner by exchanging marked scripts;
- 2.3.7 The examiner <u>must not</u> carry away the Council, Question paper, marking scheme, and other marking materials either in their original form or photo copies;
- 2.3.8 The examiners shall air his/her grievances on welfare issues to the Senior Examiners and not directly to the Centre Organizer;
- 2.3.9 All examiners are expected to bring their own personal effects including towels and soap.

- 2.3.10 All examiners should verify and sign against their bank details. Evidence of the bank account, that is, a copy of ATM card or bank statement must be attached to the acceptance form.
- 2.3.11 All examiners should verify and sign against their telephone and **Mobile** numbers.
- 2.3.12 Examiners using own vehicles to the marking centre must present the vehicle's original log book to the Centre Organizers and the current duplicate Insurance Certificate for verification during the actual marking.
- 2.3.13 It is the responsibility of each commuting examiner using own vehicle to a marking centre to ensure that the vehicle is recorded by the council staff on daily basis. Commuter examiners using public means should also sign in on daily basis. Failure to do so may result in the claim not being honoured for payment.
- 2.3.14 Before leaving the centre, the examiner *mus*t ensure that he/she *signs* against the actual number of scripts which he/she will have marked on the final document that will be sent to KNEC as it form the basis for payment.

2.4 Obligations/responsibilities of the KNEC

The Council shall reimburse expenses incurred by the examiner based on the schedule below:

- 2.4.1 Transport and meals (where applicable) from the examiners official contact address to the marking centre and return.
- 2.4.2 Commuting expenses to examiners from his/her residence to the marking centres at the rate of Ksh 250.00 or Ksh 700.00 per day for use of public transport or own car (provide evidence, copy of logbook) respectively; where there is record of daily attendance in the signing in register.

2.5 **Duration of the Contract**

Unless otherwise agreed this marking contract shall be for this marking period from the date mentioned hereof and shall be renewed thereafter for every marking session from year to year until terminated.

3.0 **Letter of invitation**

- 3.1 A letter of invitation will be sent to all prospective examiners with details of the marking venue and dates.
- 3.2 Any changes in marking venue or starting dates will be communicated to the examiners affected. If you do not receive any counter instructions, you should treat the venue and dates indicated in the invitation as correct.

4.0 **Acceptance Confirmation**

- 4.1 Please confirm your acceptance or otherwise of this invitation by completing the attached Acceptance Form. Please note that the acceptance of this invitation to mark means acceptance of the terms and conditions **set out herein**, and are **not negotiable**. In this connection, any examiner who engages in activities that disrupt or are likely to disrupt the marking exercise will be disciplined. If you accept to mark, you are advised to bring these instructions with you to the marking centre.
- 4.2 When you accept to mark, please ensure that all details including your bank account are reflected accurately and ensure that you attach a copy of your National Identity Card (ID). Examiners who do not provide a copy of their ID's and bank account, branch and bank code will not be considered.
- 4.3 You can confirm your availability through an email to fa@knec.ac.ke.

Your confirmation should reach the Council on or before 3rd August 2012 for August marking and 15th November 2012 for Nov/Dec marking.

COUNCIL SECRETARY/CHIEF EXECUTIVE