THE KENYA NATIONAL EXAMINATIONS COUNCIL

THE 2013 KCSE EXAMINATION TIMETABLE, INSTRUCTIONS & GUIDELINES

KNEC/TD/SE/KCSE/TT/13/005

1.0 **TIMINGS OF PAPERS IN THE 2013 KCSE EXAMINATION AND INSTRUCTIONS TO SUPERVISORS AND INVIGILATORS**

1.1 **All examinations will start at 8.00 a.m.**

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 Supervisors and Invigilators are asked to ensure that candidates have written their **names, index numbers** and have signed on their answer scripts before they collect the answer scripts from each candidate while the candidates are advised to ensure that they take the subjects they are registered for**.**

2.0 DURATION/PERIOD, DATES AND TIMING OF 2013 KCSE EXAMINATION PAPERS

ITEM	DAY(S)	PERIOD	ITEM NO.	PAPER	DURATION
2.1	**JANUARY TO SEPT. 2013**		1.	**443/3 Agriculture (Project)**	**9 months**
2.2	**MARCH TO SEPT. 2013**		2.	**451/3 Computer Studies (Project)**	**7 months**
2.3	**MARCH TO MID AUG. 2013**		3.	**442/3 Art and Design (Project)**	**4½ months**
2.4	**MAY TO OCTOBER 2013**		4.	**444/2 Woodwork (Project)**	**25 hrs.**
			5.	**445/2 Metalwork (Project)**	**25 hrs.**
2.5	**MONDAY 30/9/2013 TO FRIDAY 04/10/2013**		6.	**501/3 French (Oral)**	**15 mins per candidate**
			7.	**502/3 German (Oral)**	
			8.	**503/3 Arabic (Oral)**	
			9.	**504/3 Kenyan Sign Language (Practical Signing Skills)**	
2.6	**MONDAY 30/9/2013 TO FRIDAY 04/10/2013**		10.	**511/1 Music (Practical)**	**15 mins. per candidate**
2.7	**MONDAY 07/10/2013 TO TUESDAY 15/10/2013**		11.	**446/2 Building Construction (Project)**	**25 hrs.**
2.8	**THURSDAY 03/10/2013**		12.	**441/3 Practical Planning Session Home Science (Foods and Nutrition)**	**30 mins.**
			13.	**441/3 Practical Planning Session Home Science (Foods and Nutrition) - Large print**	**30 mins.**
			14.	**441/3 Practical Planning Session Home Science (Foods and Nutrition) - Braille**	**1 hr**
2.9	**TUESDAY 08/10/2013 TO THURSDAY 10/10/2013**		15.	**441/3 Home Science – Foods and Nutrition (Practical)**	**1 hr. 15 mins.**
			16.	**441/3 Home Science – Foods and Nutrition (Practical) Large Print**	**1 hr 15 mins.**
			17.	**441/3 Home Science – Foods and Nutrition (Practical) Braille**	**1 hr 45 mins.**

ITEM	DAY(S)	PERIOD	ITEM NO.	PAPER	DURATION
2.10	TUESDAY 22/10/2013	8.00 am – 10.00 am *(1st Session)*	18.	101/1 English (Functional Skills)	2 hrs.
		8.00 am – 10.00 am *(1st Session)*	19.	101/1 English (Functional Skills) Large Print	2 hrs
		8.00 am – 10.30 am *(1st Session)*	20.	101/1 English (Functional Skills) Braille	2 hrs 30 mins.
		8.00 am – 10.30 am *(1st session)*	21.	101/1 English (Hearing Impaired)	2 hrs. 30 mins.
		10.30 am -11.00 am		BREAK	30 mins.
		11.00 am –1.30 pm *(2nd session)*	22.	101/2 English (Comprehension, Literary Appreciation. & Grammar)	2 hrs. 30 mins.
		11.00 am – 1.30 pm *(2nd session)*	23.	101/2 English (Comprehension, Literary Appreciation & Grammar) - Large print	2 hrs 30 mins.
		11.00 am – 2.00 pm *(2nd session)*	24.	101/2 English (Comp, Literary App. & Grammar) - Braille	3 hrs
		11.00 am – 2.00 pm *(2nd session)*	25.	101/2 English (Hearing Impaired)	3 hrs.
2.11	WEDNESDAY 23/10/2013	8.00 am –9.45 am *(1st session)*	26.	102/1 Kiswahili - (Insha)	1 hr. 45 mins.
		8.00 am – 9.45 am *(1st Session)*	27.	102/1 Kiswahili - (Insha) Large Print	1hr. 45 mins.
		8.00 am – 10.15 am *(1st Session)*	28.	102/1 Kiswahili - (Insha) Braille	2 hrs. 15 mins.
		10.15 am -10.45 am		BREAK	30 mins.
		10.45 am – 1.15 pm *(2nd session)*	29.	102/2 Kiswahili - (Lugha)	2 hrs. 30 mins.
		10.45 am – 1.15 pm *(2nd Session)*	30.	102/2 Kiswahili - (Lugha) Large print	2hrs. 30 mins.
		10.45 am – 1.45 pm *(2nd Session)*	31.	102/2 Kiswahili - (Lugha) Braille	3 hrs.
2.12	THURSDAY 24/10/2013	8.00 am – 10.30 am *(1st Session)*	32.	121/1 Mathematics Alt. A	2 hrs. 30 mins
		8.00 am – 10.30 am *(1st Session)*	33.	121/1 Mathematics Alt. A Large print	2 hrs. 30 mins.
		8.00 am – 11.00 am *(1st Session)*	34.	121/1 Mathematics Alt. A Braille	3 hrs.
		8.00 am – 10.30 am *(1st Session)*	35.	122/1 Mathematics Alt. B	2 hrs. 30 mins.
		8.00 am – 10.30 am *(1st Session)*	36.	122/1 Mathematics Alt. B Large Print	2 hrs. 30 mins.
		8.00 am – 11.00 am *(1st Session)*	37.	122/1 Mathematics Alt. B Braille	3hrs.
		11.00 am- 11.30 am		BREAK	30 mins.
		11.30 am – 2.15 pm *(2nd session)*	38.	312/1 Geography	2 hrs. 45 mins.
		11.30 am – 2.15 pm *(2nd Session)*	39.	312/1 Geography Large print	2 hrs. 45 mins.
		11.30 am – 2.45 pm *(2nd Session)*	40.	312/1 Geography Braille	3 hrs. 15 mins.
2.13	FRIDAY 25/10/2013	8.00 am – 9.45am (1st Session)	41.	231/3 Biology (Practical)	1 hr. 45 mins.
		8.00 am – 9.45 am (1st Session)	42.	231/3 Biology (Practical) Large print	1 hr. 45 mins.
		8.00 am – 10.15 am *(1st session)*	43.	236/3 Biology (Practical for Blind Candidates) Braille	2 hrs. 15 mins.

ITEM	DAY(S)	PERIOD	ITEM NO.	PAPER	DURATION
2.14	MONDAY 28/10/2013	8.00 am – 10.30 am (*1st session)*	44.	121/2 Mathematics Alt. A	2 hrs. 30 mins.
		8.00 am – 10.30 am *(1st Session)*	45.	121/2 Mathematics Alt. A Large Print	2 hrs. 30 mins.
		8.00 am – 11.00 am *(1st Session)*	46.	121/2 Mathematics Alt. A Braille	3 hrs.
		8.00 am – 10.30 am *(1st session)*	47.	122/2 Mathematics Alt. B	2 hrs. 30 mins.
		8.00 am – 10.30 am *(1st session)*	48.	122/2 Mathematics Alt. B Large Print	2hrs. 30 mins.
		8.00 am – 11.00 am *1st Session)*	49.	122/2 Mathematics Alt. B Braille	3 hrs.
		11.00 am- 11.30 am		BREAK	30 mins.
		11.30 am – 2.00 pm *(2nd session)*	50.	101/3 English (Creative Composition and Essays based on Set Texts)	2 hrs. 30 mins
		11.30 am – 2.00 pm *(2nd Session)*	51.	101/3 English (Creative Comp. and Essays based on Set Texts) Large print	2 hrs. 30 mins.
		11.30 am – 2.30 pm *(2nd Session)*	52.	101/3 English (Creative Comp. and Essays based on Set Texts) Braille	3 hrs.
		11.30 am – 2.30 pm *(2nd Session)*	53.	101/3 English (Hearing Impaired)	3 hrs.
2.15	TUESDAY 29/10/2013	8.00 am – 10.45 am (1st Session)	54.	501/1 French (Listening Comp., Dictation and Comp.)	2 hrs. 45 mins
		8.00 am – 10.00 am (1st Session)	55.	502/1 German (Listening Comp. and Comp.)	2 hrs.
		8.00 am – 8.50 am (1st Session)	56.	503/1 Arabic (Listening Comp.)	50 mins.
		8.00 am – 10.00 am *(1st session)*	57.	504/1 Kenyan Sign Language (Receptive Skills)	2 hrs.
		10.45 am – 11.15.am		BREAK	30 mins.
		11.15 am – 1.15 pm (2nd session)	58.	443/1 Agriculture	2 hrs.
		11.15 am – 1.15 pm *(2nd session)*	59.	443/1 Agriculture Large print	2 hrs.
		11.15 am – 1.45 pm *(2nd session)*	60.	443/1 Agriculture Braille	2 hrs. 30 mins.
2.16	WEDNESDAY 30/10/2013	8.00 am – 10.00 am (1st session)	61.	231/1 Biology	2 hrs.
		8.00 am – 10.00 am (1st session)	62.	231/1 Biology Large print	2 hrs.
		8.00 am – 10.30 am *(1st session)*	63.	236/1 Biology (For the Blind) Braille	2 hrs. 30 mins
		10.30 am- 11.00 am		BREAK	30 mins.
		11.00 am – 1.45 pm *(2nd session)*	64.	312/2 Geography	2 hrs. 45 mins.
		11.00 am – 1.45 pm *(2nd session)*	65.	312/2 Geography Large print	2 hrs. 45 mins.
		11.00 am – 2.15 pm *(2nd session)*	66.	312/2 Geography Braille	3 hrs. 15 mins.

ITEM	DAY(S)	PERIOD	ITEM NO.	PAPER	DURATION
2.17	THURSDAY 31/10/2013	8.00 am – 10.00 am (*1st session*)	67.	232/1 Physics	2 hrs.
		8.00 am – 10.00 am (*1st Session*)	68.	232/1 Physics Large Print	2 hrs.
		8.00 am – 10.30 am (1st session)	69.	237/1 General Science	2 hrs. 30 mins.
		8.00 am – 10.30 am (*1st Session*)	70.	237/1 General Science Large print	2 hrs. 30 mins.
		10.30 am- 11.00 am		BREAK	30 mins.
		11.00 am – 1.30 pm (2nd Session)	71.	102/3 Kiswahili (Fasihi)	2 hrs. 30 mins.
		11.00 am – 1.30 pm (*2nd Session*)	72.	102/3 Kiswahili (Fasihi) Large print	2 hrs. 30 mins.
		11.00 am – 2.00 pm (*2nd Session*)	73.	102/3 Kiswahili (Fasihi) Braille	3 hrs.
2.18	FRIDAY 01/11/2013	8.00 am – 10.15 am (*1st session*)	74.	233/3 Chemistry (Practical)	2 hrs. 15 mins.
		8.00 am – 10.1 5 am (*1st session*)	75.	233/3 Chemistry (Practical) Large print	2 hrs. 15 mins.
2.19	MONDAY 04/11/2013	8.00 am – 10.00 am (1st session)	76.	231/2 Biology	2 hrs.
		8.00 am – 10.00 am (1st session)	77.	231/2 Biology Large print	2 hrs.
		8.00 am – 10.30 am (*1st session*)	78.	236/2 Biology (For the Blind) Braille	2 hrs. 30 mins.
		10.30 am – 11.00 am		BREAK	30 mins.
		11.00 am – 1.00 pm (*2nd session*)	79.	443/2 Agriculture	2 hrs.
		11.00 am–1.00 pm (*2nd session*)	80.	443/2 Agriculture Large print	2 hrs.
		11.00 am–1.30 pm (*2nd session*)	81.	443/2 Agriculture Braille	2 hrs. 30 mins.
2.20	TUESDAY 05/11/2013	8.00 am – 10.00 am (*1st Session*)	82.	233/1 Chemistry	2 hrs.
		8.00 am – 10.00 am (*1st session*)	83.	233/1 Chemistry Large print	2 hrs.
		8.00 am – 10.30 am (*1st session*)	84.	237/2 General Science	2 hrs. 30 mins.
		8.00 am – 10.30 am (*1st session*)	85.	237/2 General Science Large print	2 hrs. 30 mins.
		10.30 am- 11.00 am		BREAK	30 mins.
		11.00 am – 1.30 pm (*2nd Session*)	86.	313/1 Christian Religious Education	2 hrs. 30 mins.
		11.00 am – 1.30 pm (*2nd Session*)	87.	313/1 Christian Religious Education Large print	2 hrs. 30 mins
		11.00 am – 2.00 pm (*2nd session*)	88.	313/1 Christian Religious Education Braille	3hrs.
		11.00 am – 1.30 pm (*2nd Session*)	89.	314/1 Islamic Religious Education	2 hrs. 30 mins.
		11.00 am – 1.30 pm (*2nd Session*)	90.	314/1 Islamic Religious Education Large print	2hrs. 30 mins.
		11.00 am – 2.00 pm (*2nd Session*)	91.	314/1 Islamic Religious Education Braille	3hrs.
		11.00 am – 1.30 pm (*2nd Session*)	92.	315/1 Hindu Religious Education	2 hrs. 30 mins.
		11.00 am – 1.30 pm (*2nd Session*)	93.	315/1 Hindu Religious Education Large print	2 hrs. 30 mins.
		11.00 am – 2.00 pm (*2nd Session*)	94.	315/1 Hindu Religious Education Braille	3 hrs.

ITEM	DAY(S)	PERIOD	ITEM NO.	PAPER	DURATION
2.21	WEDNESDAY 06/11/2013	8.00 am – 10.00 am (1st Session)	95.	565/1 Business Studies	2 hrs.
		8.00 am - 10.00 am (1st session)	96.	565/1 Business Studies Large print	2 hrs.
		8.00 am – 10.30 am *(1st session)*	97.	565/1 Business Studies Braille	2 hrs. 30 mins.
		10.30 am- 11.00 am		BREAK	30 mins.
		11.00 am – 1.30 pm (2nd Session)	98.	447/2 Power Mechanics (Practical)	2 hrs. 30 mins.
		11.00 am – 1.30 pm (2nd Session)	99.	447/2 Power Mechanics (Practical) Large print	2 hrs. 30 mins.
		11.00 am – 1.30 pm (2nd Session)	100.	449/2 Drawing and Design (Practical)	2 hrs. 30 mins.
		11.00 am – 1.30 pm (2nd Session)	101.	451/2 Computer Studies (Practical)	2 hrs. 30 mins
		11.00 am – 1.30 pm (2nd Session)	102.	451/2 Computer Studies (Practical) Large print	2 hrs. 30 mins
2.22	THURSDAY 07/11/2013	8.00 am – 10.00 am (1st Session)	103.	233/2 Chemistry	2 hrs.
		8.00 am – 10.00 am *(1st session)*	104.	233/2 Chemistry Large print	2 hrs.
		10.00 am- 10.30 am		BREAK	30 mins.
		10.30 am – 1.00 pm (2nd session)	105.	441/1 Home Science	2 hrs. 30 mins.
		10.30 am – 1.00 pm (2nd session)	106.	441/1 Home Science Large print	2 hrs. 30 mins.
		10.30 am – 1.30 pm (2nd session)	107.	441/1 Home Science Braille	3 hrs.
		10.30 am – 12 noon (2nd session)	108.	442/1 Art and Design	1 hrs. 30 mins.
		10.30 am – 12 noon (2nd session)	109.	442/1 Art and Design Large print	1 hrs. 30 mins.
		10.30 am – 1.00 pm (2nd session)	110.	446/1 Building Construction	2 hrs. 30 mins.
		10.30 am – 1.00 pm (2nd session)	111.	446/1 Building Construction Large print	2 hrs. 30 mins.
		10.30 am – 1.00 pm (2nd session)	112.	448/1 Electricity	2 hrs. 30 mins
		10.30 am – 1.00 pm (2nd session)	113.	448/1 Electricity Large print	2 hrs. 30 mins
		10.30 am – 1.00 pm (2nd session)	114.	450/1 Aviation Technology	2 hrs. 30 mins.
2.23	FRIDAY 08/11/2013	8.00 am – 10.30 am *(1st session)*	115.	232/3 Physics (Practical)	2 hrs. 30 mins.
		8.00 am – 10.30 am *(1st session)*	116.	232/3 Physics (Practical) Large print	2 hrs. 30 mins.
2.24	MONDAY 11/11/2013	8.00 am – 10.30 am *(1st session)*	117.	311/1 History and Government	2 hrs. 30 mins.
		8.00 am – 10.30 am *(1st session)*	118.	311/1 History and Government Large print	2 hrs. 30 mins.
		8.00 am – 11.00 am *(1st session)*	119.	311/1 History and Government Braille	3 hrs.
		11.00 am- 11.30 am		BREAK	30 mins.
		11.30 am – 1.30 pm *(2nd session)*	120.	232/2 Physics	2 hrs.
		11.30 am – 1.30 pm *(2nd session)*	121.	232/2 Physics Large print	2hrs.

ITEM	DAY(S)	PERIOD	ITEM NO.	PAPER	DURATION
2.25	TUESDAY 12/11/2013	8.00 am – 10.30 am (1st session)	122.	441/2 Home Science – Clothing Construction (Practical)	2 hrs. 30 mins.
		8.00 am – 10.30 am (1st session)	123.	441/2 Home Science – Clothing Construction (Practical) Large print	2 hrs. 30 mins.
		8.00 am – 11.00 am (1st session)	124.	441/2 Home Science – Clothing Const. (Pract.) Braille	3 hrs.
		9.00 am – 12.00 noon (1st session)	125.	442/2 Art and Design (Practical)	3 hrs.
		9.00 am – 12.00 noon (1st session)	126.	442/2 Art and Design (Practical) Large print	3 hrs.
		8.00 am – 10.30 am (1st session)	127.	448/2 Electricity (Practical)	2 hrs. 30 mins.
		8.00 am – 10.30 am (1st session)	128.	448/2 Electricity (Practical) Large print	2 hrs. 30 mins.
		8.00 am – 10.30 am *(1st session)*	129.	450/2 Aviation Technology (Practical)	2 hrs. 30 mins.
		12.00 noon–12.30 pm		BREAK	30 mins.
		12.30 pm – 1.20 pm *(2nd session)*	130.	511/2 Music (Aurals)	50 mins.
2.26	WEDNESDAY 13/11/2013	8.00 am – 10.30 am *(1st session)*	131.	311/2 History and Government	2 hrs. 30 mins.
		8.00 am – 10.30 am *(1st session)*	132.	311/2 History and Government Large print	2 hrs. 30 mins.
		8.00 am – 11.00 am *(1st session)*	133.	311/2 History and Government Braille	3 hrs.
		11.00 am – 11.30 am		BREAK	30 mins.
		11.30 am – 1.00 pm *(2nd session)*	134.	501/2 French (Reading Comp. and Grammar)	1 hr. 30 mins.
		11.30 am – 1.00 pm *(2nd session)*	135.	501/2 French (Reading Comp. and Grammar) Large print	1 hr. 30 mins.
		11.30 am – 1.30 pm *(2nd session)*	136.	501/2 French (Reading Comp. Grammar) Braille	2 hrs.
		11.30 am – 2.00 pm *(2nd session)*	137.	502/2 German (Grammar and Reading Comprehension)	2 hrs. 30 mins.
		11.30 am – 2.00 pm *(2nd session)*	138.	502/2 German (Grammar and Reading Comp.) Large print	2 hrs. 30 mins.
		11.30 am – 2.00 pm *(2nd session)*	139.	503/2 Arabic (Comp., Grammar and Comprehension)	2 hrs. 30 mins.
		11.30 am – 2.00 pm *(2nd session)*	140.	503/2 Arabic (Comp., Grammar and Comp.) Large print	2 hrs. 30 mins.
		11.30 am – 1.00 pm *(2nd session)*	141.	504/2 Kenyan Sign Language (Language Use)	1 hr. 30 mins.
		11.30 am – 2.00 pm *(2nd session)*	142.	511/3 Music	2 hrs. 30 mins.
		11.30 am – 2.00 pm *(2nd session)*	143.	511/3 Music Large print	2 hrs. 30 mins.
		11.30 am – 2.30 pm *(2nd session)*	144.	511/3 Music Braille	3 hrs.

ITEM	DAY(S)	PERIOD	ITEM NO.	PAPER	DURATION
2.27	**THURSDAY 14/11/2013**	**8.00 am – 10.30 am** ***(1st session)***	145.	**565/2 Business Studies**	**2 hrs. 30 mins**
		8.00 am – 10.30 am ***(1st session)***	146.	**565/2 Business Studies Large print**	**2 hrs. 30 mins**
		8.00 am – 11.00 am ***(1st session)***	147.	**565/2 Business Studies Braille**	**3 hrs.**
		11.00 am – 11.30 am		**BREAK**	**30 mins**
		11.30 am – 2.00 pm (2nd Session)	148.	**444/1 Woodwork**	**2 hrs. 30 mins.**
		11.30 am – 2.00 pm (2nd Session)	149.	**444/1 Woodwork Large print**	**2 hrs. 30 mins.**
		11.30 am – 2.00 pm (2nd Session)	150.	**445/1 Metalwork**	**2 hrs. 30 mins.**
		11.30 am – 2.00 pm (2nd Session)	151.	**445/1 Metalwork Large print**	**2 hrs. 30 mins.**
		11.30 am – 2.00 pm (2nd Session)	152.	**447/1 Power Mechanics**	**2 hrs. 30 mins.**
		11.30 am – 2.00 pm (2nd Session)	153.	**447/1 Power Mechanics Large print**	**2 hrs. 30 mins.**
		11.30 am – 2.00 pm (2nd session)	154.	**449/1 Drawing and Design**	**2 hrs. 30 mins.**
		11.30 am – 2.00 pm (2nd session)	155.	**449/1 Drawing and Design Large print**	**2 hrs. 30 mins.**
		11.30 am – 2.00 pm ***(2nd session)***	156.	**451/1 Computer Studies**	**2 hrs. 30 mins.**
		11.30 am – 2.00 pm ***(2nd session)***	157.	**451/1 Computer Studies Large print**	**2 hrs. 30 mins.**
2.28	**FRIDAY 15/11/2013**	**8.00 am– 10.30 am** ***(1st Session)***	158.	**313/2 Christian Religious Education**	**2 hrs. 30 mins.**
		8.00 am– 10.30 am ***(1st Session)***	159.	**313/2 Christian Religious Education Large print**	**2 hrs. 30 mins.**
		8.00 am– 11.00 am ***(1st Session)***	160.	**313/2 Christian Religious Education Braille**	**3 hrs.**
		8.00 am– 10.30 am ***(1st Session)***	161.	**314/2 Islamic Religious Education**	**2 hrs. 30 mins.**
		8.00 am– 10.30 am ***(1st Session)***	162.	**314/2 Islamic Religious Education Large print**	**2 hrs. 30 mins.**
		8.00 am– 11.00 am ***(1st Session)***	163.	**314/2 Islamic Religious Education Braille**	**3 hrs.**
		8.00 am– 10.30 am ***(1st Session)***	164.	**315/2 Hindu Religious Education**	**2 hrs. 30 mins.**
		8.00 am– 10.30 am ***(1st Session)***	165.	**315/2 Hindu Religious Education Large print**	**2 hrs. 30 mins.**
		8.00 am– 11.00 am ***(1st Session)***	166.	**315/2 Hindu Religious Education Braille**	**3 hrs.**

3.0 INSTRUCTIONS AND GUIDELINES TO TEACHERS AND CANDIDATES

3.1 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 frisking 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 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 an examination paper for which you are not registered is handed to you, or if the questions indicate that a map or other material should also have been provided, 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.

3.2.7 Write your name and your index number on the answer booklet.

3.2.8 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.

3.2.9 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.

3.2.10 Write your responses in ***black or blue*** ink. You may use fountain pen or ball point pen. Pencils should only be used for diagrams. Bring mathematical and drawing instruments for subjects for which they will be needed.

3.2.11 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.

3.2.12 Do not spend too much time on one or two questions. Leave yourself adequate time to answer other questions.

3.2.13 As soon as notice is given to stop, make sure your name and index number is written on the answer booklet and then hand it over to the supervisor/ invigilator.

3.2.14 Withdrawal from the examination should have been notified to the KNEC before 15th May 2013.

3.3 CAUTION TO THE 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 between candidates or with outsiders is allowed 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 non programmable calculator. If in doubt, check with the Supervisor.

3.3.6 You must return immediately to the Supervisor any question paper that has smudges, errors or is badly printed.

3.3.7 You must not take any used or unused writing 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 Note that cell phones or any other electronic communication device are prohibited in examination centres. Any candidate caught in possession of a cell phone/any other electronic communication device will have his/her results cancelled.

3.3 PENALTY FOR EXAMINATION IRREGULARITIES

3.4.1 The KNEC Act 2012 rules and regulations, 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:

3.4.1.1 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.

3.4.1.2 If there is evidence of wide-spread irregularities in any examination centre, the examination results for the whole centre will be cancelled.

3.4.1.3 *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 and the penalty will be imprisonment for a term not exceeding *two 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, shall be guilty of an offence and liable to imprisonment for a term not exceeding *one year* 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*.

3.4.4 Please ensure that you do not commit any examination irregularity to avoid having your results cancelled.

COUNCIL SECRETARY/CHIEF EXECUTIVE