



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

KNEC/WI/RQA/AR/WI/009

31st May, 2024

GUIDELINES ON EQUATION OF FOREIGN CERTIFICATES

The Kenya National Examinations Council has automated the process of submitting applications for Equation of Foreign Qualification by clients. The **Query Management Information System (QMIS)** is accessible online and therefore, clients are required to use the online platform to apply for the service. **Type the URL: <http://qmis.knec.ac.ke> to access the QMIS System.**

- 1.0** The **Kenya National Examinations Council (KNEC)** equates school and post school certificates. The conditions for equation are as outlined below:-
- 1.1 Such certificates should have been awarded by an accredited examining board or an institution mandated by law to offer the examination and issue certificates.
 - 1.2 Institutional based certificates/courses (local or International) similar to those offered by **KNEC** are not equitable.
 - 1.3 For any equation to be undertaken by KNEC, the applicant must have met the entry requirements of the equivalent course(s) offered by KNEC at the time e.g. if someone has taken an equivalent of a **P1 course outside** the country and seeks equation, they must have attained the Kenyan equivalent entry qualification **C (Plain)**;
 - 1.4 Clients seeking equation of Advanced level certificates must provide a copy of the "O" level certificate and the two certificates **must** be submitted to the Council when seeking equation. The two certificates **MUST** be authenticated and a confirmation sent to KNEC directly by the awarding institution.
 - 1.5 Clients who sat for the KCSE examination and are applying for equation of Advanced Level certificates must have had KCSE mean grade of **C (plain)**.
 - 1.6 Clients seeking equation of Advanced Level certificate **MUST** have achieved a **minimum of Division II (two)** in Ordinary Level.
 - 1.7 The applicant must have covered the subjects that are mandatory for one to satisfy the awarding rules e.g. for a certificate to be equated to KCSE, the applicant must have sat for 7 (seven) subjects including **Mathematics, a language i.e. English, two Sciences and one Humanity**.
 - 1.8 The applicant must have been **under formal instruction** for the appropriate number of **years/contact hours of study** at that particular level as per the **KNEC requirements**.
 - 1.9 Foreign examinations/courses taken through correspondence/distance learning, locally or internationally but not done in the country of origin of the said examination/course are not equitable to KNEC qualifications.
 - 1.10 Persons holding foreign qualifications and seeking to join any educational institution (School and Post school) offering KNEC examinations **must** get an equation/equivalence from KNEC before joining the said institution.
 - 1.11 Any person seeking an equation/equivalence and holding a certificate written in any other language than English or Kiswahili **must** have the certificate(s) translated by the Embassy of their respective country or Alliance Franchise for certificates written in French or any other recognized institution for other languages.
 - 1.12 Certificates submitted for equation/equivalence must be verified/confirmed by the Examinations Body that issued the certificate. The confirmation/verification of results should be sent by the Examination Body directly to the Chief Executive Officer, KNEC emailing to **ceo@knec.ac.ke**. Equation processing shall only be done after the confirmation has been received.

- 2.0 Once the person seeking equation of a certificate has met the above conditions, then he/she will be required to provide the following information:-
- 2.1 Write a request letter addressed to the **Chief Executive Officer, Kenya National Examinations Council, P. O Box 73598- 00200 City Square, Nairobi**; stating the reason for equation. Indicate the Postal address of the institution or organization that requested for the equation, applicant mobile number and email address for ease of communication. Secondary School principals seeking for equation of primary school certificates should state the year the students joined the school, at what level and the current level.
 - 2.2 Scan and upload **your request letter**, all **certificates, ID Card/Passport** or a **birth certificate for minors under the age of 18 years**.
 - 2.3 A client seeking for equation of Ordinary/Advanced Level must provide a copy of the Primary level certificate.
 - 2.4 **Kenya shillings three thousand, four hundred and eighty (KES. 3,480.00)** will be charged for each equation/equivalence letter done. The fee is inclusive of dispatch by **Registered Mail**. Those who may wish to have their equation letters to be emailed, should provide the **email address for the institution where the equation letter** is to be send and pay a fee of **Kenya shillings, nine hundred and twelve (KES. 928.00)** for the service together with processing fee. However, those wishing to use **courier service** may call **G4S KNEC desk** on **0797461896** for advice on the charges and mode of payment.
 - 2.5 Payment mode is **MPESA** and the system will generate and send a **unique pay bill** and **account number** to the applicant. Payment through any other method is not acceptable.
 - 2.6 Where there is no existing equation criteria, the applicant shall be requested to provide the following documents from the examining body/Ministry of Education of their country:-
 - 2.6.1. A certified copy of the syllabus to show the course content;
 - 2.6.2. A letter from the examining board/institution giving details of the mode of assessment/evaluation i.e. Formative and/or summative assessment;
 - 2.6.3. Samples of question papers and Marking Schemes;
 - 2.6.4. Grading System;
 - 2.6.5. A blank certificate sample.
- 3.0 **Note: The equation letter is meant for use by the institution to which it is addressed and therefore SHOULD NOT be given or copied to the candidate/parent/ guardian or re-routed to another institution.**
- 4.0 Please note that KNEC rules and regulations governing equation/equivalence of certificates are subject to change without **Notice**.
- 5.0 **Manual** applications including **bank deposit slips** will not be accepted.

Further inquiries may be sent to the **Chief Executive Officer**, Kenya National Examinations Council through Post Office or email to ceo@kneec.ac.ke or equation@kneec.ac.ke or achives@kneec.ac.ke.



Dr. David Njengere, MBS
CHIEF EXECUTIVE OFFICER