



THE KENYA NATIONAL EXAMINATIONS COUNCIL

TRAINING OF KCPE, KCSE, PTE, DTE BUSINESS AND TECHNICAL EXAMINERS

Kenya National Examinations Council (KNEC) will be conducting training for teachers/tutors to prepare them to become examiners for Kenya Certificate of Primary Education (KCPE), Kenya Certificate of Secondary Education (KCSE), Primary Teacher Education (PTE), Diploma in Teacher Education (DTE), Business and Technical examinations. The training will take place between **7th and 13th April, 2019**. The venue for training will be communicated to qualified applicants at a later date. The training will be residential.

Each applicant will be required to pay training fee of **KES. 10,500** through **KNEC Mpesa pay bill Number: 819313** using **own registered** mobile phone number. For the **Account Number**, the applicant shall indicate the applicable examination i.e. **KCPE; KCSE; PTE; DTE; Business** or **Technical**. The **MPESA Reference Number** must be captured on the application form in the space provided.

Qualified applicants will be trained to mark the above examinations. Successful trainees will be incorporated into KNEC Examiners' database. KNEC will thereafter engage such examiners using criteria for recruitment of examiners based on the needs.

Teachers/Tutors who are already trained as examiners and are in the KNEC database of examiners need not to apply for the training.

Applications are therefore invited from interested and qualified teachers/tutors as follows:-

1.0 KCPE EXAMINATION

Primary school teachers to train as KCPE Examiners in the following papers:

SR/NO	PAPER NAME	PAPER CODE
1.1	English Composition	901/1
1.2	Kiswahili Insha	902/1

2.0 KCSE EXAMINATION

Secondary school teachers to train as KCSE examiners in the following papers:

SNO	PAPER NAME	PAPER CODES
2.1	English	101/1,2 & 3
2.2	Kiswahili	102/1,2 & 3
2.3	Mathematics	121/1
2.4	Biology	231/1,2 & 3
2.5	Physics	232/1
2.6	Chemistry	233/1
2.7	History and Government	311/1 & 2
2.8	Christian Religious Education	313/1 & 2
2.9	Islamic Religious Education	314/1 & 2
2.10	Home Science	441/1
2.11	Agriculture	443/1 & 2
2.12	Computer studies	451/1&2
2.13	French	501/1
2.14	Arabic	503/1 & 2
2.15	Business Studies	565/1 & 2

3.0 PTE EXAMINATION

Tutors in Primary Teachers' Colleges to train as PTE Examiners in the following papers:

SR/NO	PAPER NAME	PAPER CODE
3.1	Education	1011
3.2	English	1012/1&2
3.3	Kiswahili	1013/1&2
3.4	Physical Education	1014
3.5	Mathematics	2011/1&2
3.6	Science	2012
3.7	Agriculture	2013
3.8	Home Science	2014

SR/NO	PAPER NAME	PAPER CODE
3.9	CRE	3011
3.10	Social Studies	3013/1&2
3.11	Art/Craft	3014
3.12	Music	3015

4.0 DTE EXAMINATION

Tutors in Diploma teachers 'colleges to train as **DTE** examiners in the following papers:

SNO	PAPER NAME	PAPER CODES
4.1	Education	9501
4.2	Physical Education	9502
4.3	English	9503/1,2&3
4.4	Kiswahili	9504/1,2&3
4.5	BUSINESS STUDIES	9513/1,2&3
4.6	Music	9515/1,2&3
4.7	Mathematics	9516/1,2&3
4.8	Physics	9517/1,2&3
4.9	Chemistry	9518/1,2&3

5.0 BUSINESS EXAMINATION

NO.	PAPER CODE	PAPER NAME	LEVEL OF PAPER	MINIMUM QUALIFICATION REQUIRED TO MARK
1	1042	Communication Skills 1	Certificate	Diploma
2	2903/104	Communication Skills	Diploma	Higher Diploma
3	1906/102,	Business Calculations And Statistics	Certificate	Diploma
4	2921/107	Accounting And Costing In Petroleum Business	Diploma	Higher Diploma
5	2032	Business Calculations 11	Certificate	Diploma
6	1082	Commerce I	Certificate	Diploma
7	2082	Commerce 11	Certificate	Diploma
8	1906/103	Commerce	Certificate	Diploma
9	1903/201	Office Organization	Certificate	Diploma
10	2192	Office Procedures 11	Certificate	Diploma
11	1906/201	Office Organization	Certificate	Diploma
12	1223	Foundations Of Accounting	Certificate	Diploma
13	1908/203	Book -Keeping And Accounts	Certificate	Diploma
14	0801/203	Book-Keeping	Certificate	Diploma
15	2223	Financial Accounting	Certificate	Diploma
16	2906/306	Financial Management	Diploma	Higher Diploma
17	2908/304	Accounting And Control	Diploma	Higher Diploma
18	2907/205	Principles And Practice Of Marketing	Diploma	Higher Diploma
19	2906/202	Marketing Management	Diploma	Higher Diploma
20	2903/201	Purchasing Management	Diploma	Higher Diploma
21	2903/101	Supply Chain Management And Purchasing Principles	Diploma	Higher Diploma
22	2920/204	Quantitative Methods	Diploma	Higher Diploma

NO.	PAPER CODE	PAPER NAME	LEVEL OF PAPER	MINIMUM QUALIFICATION REQUIRED TO MARK
23	2906/204	Quantitative Techniques	Diploma	Higher Diploma
24	2903/204	Quantitative Techniques	Diploma	Higher Diploma
25	2906/301	Organization Theory And Behaviour	Diploma	Higher Diploma
26	2908/301	Organization Theory And Behaviour	Diploma	Higher Diploma
27	2920/106	Computational Mathematics	Diploma	Higher Diploma
28	1920/104	Mathematics	Certificate	Diploma
29	2903/305	Managerial Accounting	Diploma	Higher Diploma
30	2903/206	Cost Accounting	Diploma	Higher Diploma
31	2906/305	Managerial Accounting	Diploma	Higher Diploma
32	1920/202B	Computer Application 11-Paper 2(Practical)	Certificate	Diploma
33	2920/202B	Computer Application 11-Paper 2(Practical)	Diploma	Higher Diploma
34	1904/101B	Information Communications Technology(Practical)	Certificate	Diploma
35	2903/103B	Information Communications Technology(Practical)	Diploma	Higher Diploma
36	1808/302	Personnel Management	Certificate	Diploma
37	1908/101	Elements Of Human Resource Management	Certificate	Diploma
38	2808/305	Human Resource Management	Diploma	Higher Diploma
39	1908/201	Practice Of Human Resource Management	Certificate	Diploma
40	2908/205	Public Relations	Diploma	Higher Diploma
41	1906/101	Fundamentals Of Management And Environment	Certificate	Diploma
42	2903/303	Principles And Practice Of Management	Diploma	Higher Diploma
43	2906/303	Principles And Practice Of Management	Diploma	Higher Diploma
44	1920/105	Communication	Certificate	Diploma
45	1907/105	Communication	Certificate	Diploma
46	2912/104	Communication	Diploma	Higher Diploma
47	2920/104	Communication	Diploma	Higher Diploma
48	1919/106	German 1 (Written)	Certificate	Diploma

NO.	PAPER CODE	PAPER NAME	LEVEL OF PAPER	MINIMUM QUALIFICATION REQUIRED TO MARK
49	2912/109	German 1 (Written)	Diploma	Higher Diploma
50	2918/307	German 111 (Written)	Diploma	Higher Diploma
51	0801/2/3/204	Clerical Duties	Certificate	Diploma
52	2261, 2262	Secretarial Duties	Certificate	Diploma
53	1271	Shorthand 1	Certificate	Diploma
54	2903/102	Financial Accounting	Diploma	Higher Diploma
55	1903/106	Financial Accounting	Certificate	Diploma
56	2805/301	The Monetary And Financial Systems	Diploma	Higher Diploma
57	2805/302	Lending	Diploma	Higher Diploma
58	2805/303	Investment	Diploma	Higher Diploma
59	2805/304	Accountancy	Diploma	Higher Diploma
60	2805/305	Branch Banking: Law And Practice	Diploma	Higher Diploma
61	2805/306	Finance Of International Trade; Payments And Services	Diploma	Higher Diploma
62	2813/301	Information Resourcing	Diploma	Higher Diploma

6.0 TECHNICAL EXAMINATION

NO.	PAPER CODE	PAPER NAME	LEVEL OF PAPER	MINIMUM QUALIFICATION REQUIRED TO MARK
1	2428/103	Community Based Organizations, Capacity Building & Empowerment	Diploma	Higher Diploma
2	2428/201	Resource Mobilization, Fundraising & Project Management	Diploma	Higher Diploma
3	2428/301	Social Psychology & Human Development	Diploma	Higher Diploma
4	2428/101	Social Work, Theory, Practice & Community Development	Diploma	Higher Diploma
5	2428/203	Advocacy, Lobbying & Legal Aspects In Social Development	Diploma	Higher Diploma
6	2428/306	Gender Development & Community Leadership	Diploma	Higher Diploma
7	2428/202	Resource Management HIV/Aids	Diploma	Higher Diploma
8	2428/302	Counseling Psychology, Social Rehabilitation & Reintegration	Diploma	Higher Diploma
9	2428/102	Development Economics & Entrepreneurship Education	Diploma	Higher Diploma
10	2428/204	Statistics	Diploma	Higher Diploma
11	2802/201	Hospitality Accounting & Law Theory	Diploma	Higher Diploma
12	1410/201	Social Development Theory Methods, Policy & Admin.	Certificate	Diploma
13	1410/202	Law, History & Government	Certificate	Diploma
14	1410/203	Project Development & Management, Econ. & Admin.	Certificate	Diploma
15	1410/204	Human Growth, Development & Community Health	Certificate	Diploma
16	1410/205	Sociology, Research Methods & Communication Skills	Certificate	Diploma
17	1410/206	Kiswahili	Certificate	Diploma
18	2428/303	Social Policy Administration And Disaster Management	Diploma	Higher Diploma
19	2428/304	Transformation & Social Marketing	Diploma	Higher Diploma
20	2428/305	Community Concerns & Development Methodologies	Diploma	Higher Diploma
21	1601/103	Mathematics I	Certificate	Diploma

NO.	PAPER CODE	PAPER NAME	LEVEL OF PAPER	MINIMUM QUALIFICATION REQUIRED TO MARK
22	1704/102	Mathematics & Physical Science	Certificate	Diploma
23	2601/103	Engineering Mathematics I	Diploma	Higher Diploma
24	2601/203	Engineering Mathematics II	Diploma	Higher Diploma
25	2601/303	Engineering Mathematics III	Diploma	Higher Diploma
26	2705/102	Mathematics I And Physical Science	Diploma	Higher Diploma
27	2707/102	Mathematics I And Physical Science	Diploma	Higher Diploma
28	2709/102	Mathematics I And Physical Science	Diploma	Higher Diploma
29	2710/102	Mathematics I And Physical Science	Diploma	Higher Diploma
30	2913/102	Mathematics And Applied Science	Diploma	Higher Diploma
31	2601/104	Engineering Drawing, Materials & Workshop Technology	Diploma	Higher Diploma
32	1503/204	Technical Drawing II	Certificate	Diploma
33	1501/104	Technical Drawing I	Certificate	Diploma
34	2305/302	Surveying	Diploma	Higher Diploma
35	2310/305	Remote Sensing	Diploma	Higher Diploma
36	2310/306	Photogrammetry	Diploma	Higher Diploma
37	2311/304	Land Surveying	Diploma	Higher Diploma
38	2312/303	Photogrammetry And Remote Sensing	Diploma	Higher Diploma
39	2312/304	Cartography	Diploma	Higher Diploma
40	2312/305	Surveying And Land Law	Diploma	Higher Diploma
41	2312/306	Survey Control And Engineering Survey	Diploma	Higher Diploma
42	2705/201	Mathematics II & Surveying II	Diploma	Higher Diploma
43	1704/103	Building Construction I & Drawing	Certificate	Diploma
44	1704/104	Carpentry & Construction Materials I	Certificate	Diploma
45	1704/105	Site Management & Construction Plant	Certificate	Diploma
46	2707/105	Building Construction I, Technical Drawing And Construction Plant	Diploma	Higher Diploma
47	2705/302	Structures III	Diploma	Higher Diploma

NO.	PAPER CODE	PAPER NAME	LEVEL OF PAPER	MINIMUM QUALIFICATION REQUIRED TO MARK
48	2707/103	Structures I And Construction Materials I	Diploma	Higher Diploma
49	2707/202	Structures II, Geotechnology II And Concrete Technology II	Diploma	Higher Diploma
50	2705/204	Measurement Of Building & Civil Engineering Works, Estimating & Costing I	Diploma	Higher Diploma
51	2707/204	Measurement Of Building & Civil Engineering Works, Estimating & Costing I	Diploma	Higher Diploma
52	2710/205	History Of Architecture	Diploma	Higher Diploma
53	2710/206	Architectural Design, And Landscaping	Diploma	Higher Diploma
54	2425/304	Agricultural Engineering III & Environmental Management	Diploma	Higher Diploma
55	1405/311	Crop Production	Certificate	Diploma
56	1405/312	Animal Production	Certificate	Diploma
57	2425/201	Crop Production II, Soil Fertility & Plant Nutrition	Diploma	Higher Diploma
58	2425/203	Agricultural Economics, Extension & Home Economics	Diploma	Higher Diploma
59	1601/105	Electrical & Solar Installation Technology	Certificate	Diploma
60	2601/105	Electrical & Solar Installation Technology	Diploma	Higher Diploma
61	1601/101	Information Communication Technology And Entrepreneurship	Certificate	Diploma
62	1802/101	Information Communication Technology, Mathematics & Entrepreneurship	Certificate	Diploma
63	2506/106	Airframe Structures, Airfield Safety And Procedures	Diploma	Higher Diploma
64	2506/107	Aircraft Piston Engines	Diploma	Higher Diploma
65	2407/303	Chemical Pathology	Diploma	Higher Diploma
66	2407/305	Medical Microbiology	Diploma	Higher Diploma

7.0 CRITERIA FOR TRAINING AS AN EXAMINER

7.1 General criteria for all the trainee examiners

- 7.1.1 Be a practicing teacher/tutor in the relevant subject areas at the level of examination.
- 7.1.2 Must be registered by the **Teachers' Service Commission (TSC)** or any other professional body.
- 7.1.3 Have a minimum teaching experience of three **(3)** years.
- 7.1.4 Must **NOT** be on interdiction or any other form of disciplinary action from the employer.
- 7.1.5 Must be recommended by his/her Head of institution/Organization;
- 7.1.6 Must be **50 years** of age and below.

8.0 KCPE and KCSE Examiners

- 8.1.1 Have a minimum qualification of P1 for KCPE examination with a minimum of a **C (plain)** at KCSE level in the subject they are applying to train.
- 8.1.2 Diploma in Education (and above) for KCSE marking.

8.2 PTE Examiners

Those applying for PTE should have a diploma in education and above.

8.3 DTE Examiners

- 8.3.1 Those applying for DTE must have a degree in education and above
- 8.3.2 Those teaching in secondary schools and have masters in education can also apply to be trained as PTE and DTE examiners.

8.4 Business and Technical Examiners

- 8.4.1 Have a minimum qualification of Diploma in the relevant area of specialization.
- 8.4.2 At least one (1) academic level above the qualification of the examination he/she applies to be trained. (Refer to the specification for each paper in *tables 5.0 and 6.0 above*)

Applications should reach KNEC on or before **29th March, 2019**.

9.0 APPLICATION PROCEDURE

Applicants will be expected to access the online form using the link; <http://cp.knec.ac.ke/training>, fill in their respective personal details and print. They will further be required to fill in sections **2.0** and **4.0** manually, attach the testimonials listed in the application form and forward to KNEC so as to reach the Council on or before **29th March, 2019**.

Only qualified Teachers/Tutors who have presented all the required documents will be shortlisted for the training exercise.

All Applications to be addressed to:

Ag. Chief Executive Officer
Kenya National Examinations Council (KNEC)
P.O. Box 73598 -00200
NAIROBI