



# 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

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REF: KNEC/EA/EM/KCSE/CIR/PROJECT/2023/001

2<sup>nd</sup> February, 2023

- To: i) All Sub-County Directors of Education  
ii) All Principals of Secondary Schools presenting candidates for the 2023 KCSE Examination  
iii) Principals of Secondary Schools hosting 2023 KCSE examination private candidates

**SUBJECT: ADVANCE INSTRUCTIONS FOR CONDUCT OF THE YEAR 2023 KCSE EXAMINATION PROJECTS AND PRACTICALS FOR GROUP IV AND V SUBJECTS**

The Kenya National Examinations Council (KNEC) hereby issues the following guidelines with regard to the administration of 2023 KCSE projects and practical performance for Group IV and V subjects:

## 1.0 Projects

Administration of the 2023 KCSE examination will commence with projects and practical performance for the group IV subjects i.e., **Art & Design (442/3); Agriculture (443/3); Woodwork (444/2); Metalwork (445/2); Building Construction (446/2); and Computer Studies (451/3)**. The following are the guidelines:

- 1.1 All the Projects will start in the month of February 2023 as per the 2023 KCSE examination timetable which will be availed on the KNEC website [www.knec.ac.ke](http://www.knec.ac.ke).
- 1.2 The advance instructions for KCSE examination subjects with a Project component have been posted online for the Project work to commence as timetabled.
- 1.3 All Principals or Sub-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](http://www.knec-portal.ac.ke) and clicking on **2023 Project/Practical** button to download all the instructions related to the subjects the candidates are registered for.
- 1.4 The Principal/Subject teacher or Sub-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.
- 1.5 A user manual is available on the KNEC projects' portal guiding on how to log into the projects portal to download the advance instructions, key in the candidates' scores, upload photographic evidence, download, and print reports on the milestones.
- 1.6 It is important for all Principals, Subject teachers, and Sub County Directors of Education to take note of the following:
  - 1.6.1 The Projects' assessment will have **two (02) key milestones: Milestone I** and

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**Milestone II**, which must be uploaded within the following deadlines:

Paper Code	Subject/Project Name	Deadlines for Uploading Milestone I	Deadlines for Uploading Milestone II
442/3	Art and Design 2D	31 <sup>st</sup> March 2023	21 <sup>st</sup> April 2023
	Art and Design 3D	30 <sup>th</sup> June 2023	31 <sup>st</sup> July 2023
443/3	Agriculture	21 <sup>st</sup> April 2023	31 <sup>st</sup> July 2023
444/2	Woodwork	21 <sup>st</sup> April 2023	31 <sup>st</sup> July 2023
445/2	Metalwork	21 <sup>st</sup> April 2023	31 <sup>st</sup> July 2023
446/2	Building Construction	21 <sup>st</sup> April 2023	31 <sup>st</sup> July 2023
451/3	Computer Studies	21 April 2023	31 July 2023

- 1.6.2 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.
- 1.6.4 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).
- 1.7 It is the responsibility of the Sub County Directors of Education (for private candidates) or Principals to ensure the project work is done by the candidates and the candidates' scores are keyed in within the specified timelines. A penalty of **five hundred shillings (Kes. 500.00)** per candidate will be charged for failure to upload the scores within the specified timelines.
- 1.8 KNEC will closely monitor the project progress and authenticity of the scores for all the candidates who registered for the 2023 KCSE examination **Project/Practical**.
- 1.9 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.
- 10.0 It is important for all Sub County Directors of Education (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 Oral/Aural and Performance Based Practical Papers

The following guidelines will apply for the Oral/Aural and performance based Practical Papers:

- 2.1 The advance instructions for Art and Design Paper 2 (442/2) and Computer Studies (451/2) practical papers will be uploaded on the schools' Project portal by **30<sup>th</sup> September 2023** to enable schools to prepare materials in time for the examinations.
- 2.2 Keying in and uploading of candidates' scores for KCSE examination papers with Oral, Aural and practical components for French Paper 3 (501/3), German Paper 3 (502/3), Arabic Paper 3 (503/3), Kenyan Sign Language Paper 3 (504/3) and Music Paper 1 (511/1) will be done by the *assessors after the 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.
- 2.4 All Principals/Subject teachers or Sub County Directors of Education (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) practical only.

### **3.0 Hosting Of Private Candidates Registered for Subjects with a Project / Practical component**

Sub-County Directors of Education with private candidates registered for subjects with a project/practical component are requested to identify suitable examination centres to host the candidates for the project/practical work and inform KNEC in writing.

The Council appreciates your continued support towards quality assessment and requests you to ensure compliance to the provided regulations and guidelines.



**Dr. David Njengere, MBS**  
**CHIEF EXECUTIVE OFFICER**

cc:

1. The Principal Secretary, State Department of Basic Education, MoE
2. The Director General, MoE
3. The Director, Quality Assurance and Standards, State Department of Education, MoE
4. The Director, Basic Education, State Department of Education, MoE
5. All Regional Directors of Education, Ministry of Education
6. All TSC Regional Directors
7. All County Directors of Education, Ministry of Education
8. All TSC County Directors
9. All TSC Sub-County Directors

