

THE KENYA NATIONAL EXAMINATIONS COUNCIL



KCSE PROJECTS USER MANUAL

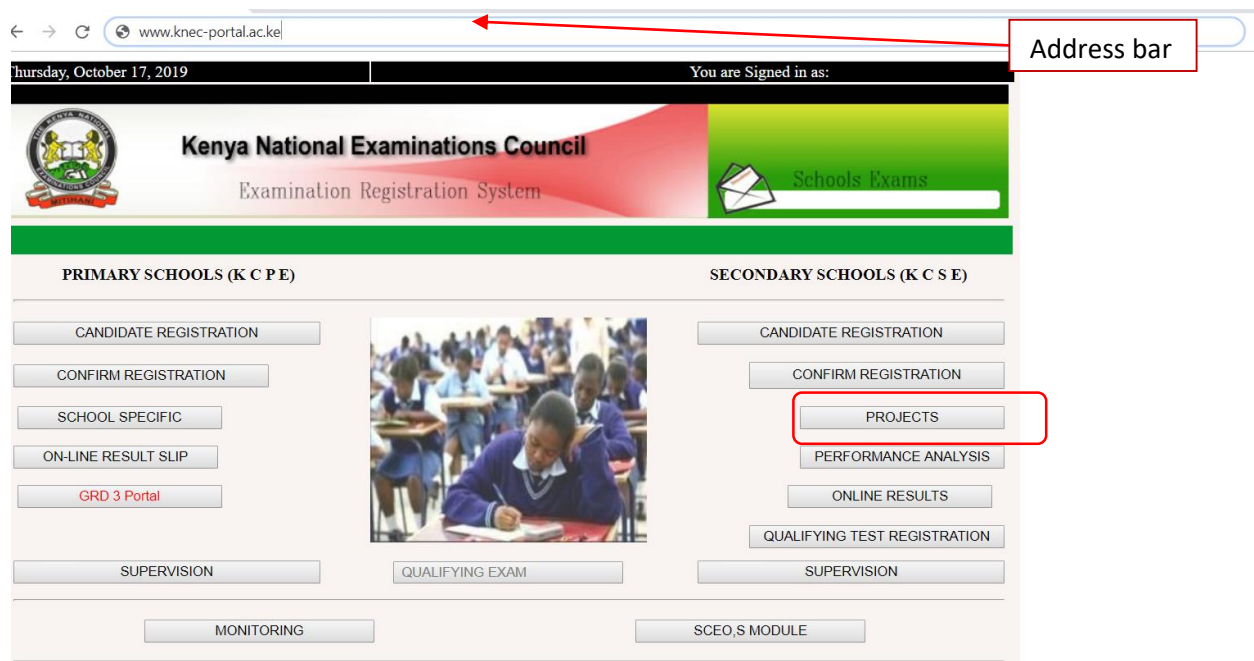
USER GUIDE ON HOW TO ACCESS THE PROJECT PORTAL FOR DOWN LOAD OF GROUP IV SUBJECT INSTRUCTIONS AND MARKS CAPTURE SYSTEM FOR ASSESSORS

1.0 HOW TO DOWNLOAD RESPECTIVE GROUP IV SUBJECTS INSTRUCTIONS;

Step 1: Open your browser (Chrome, internet explorer or Mozilla)



Step 2: Type www.knec-portal.ac.ke into your browser's address bar as shown below then press enter



Step 3: Click on **PROJECTS** tab to access the system. The screen below is displayed.



Kenya National Examinations Council

MARKS CAPTURING SYSTEM



KCSE - PROJECT\ORALS\PRACTICAL

Please Log In

User Name
Password

Log In

Step 4: Enter your Username (School code) and password



Kenya National Examinations Council

MARKS CAPTURING SYSTEM



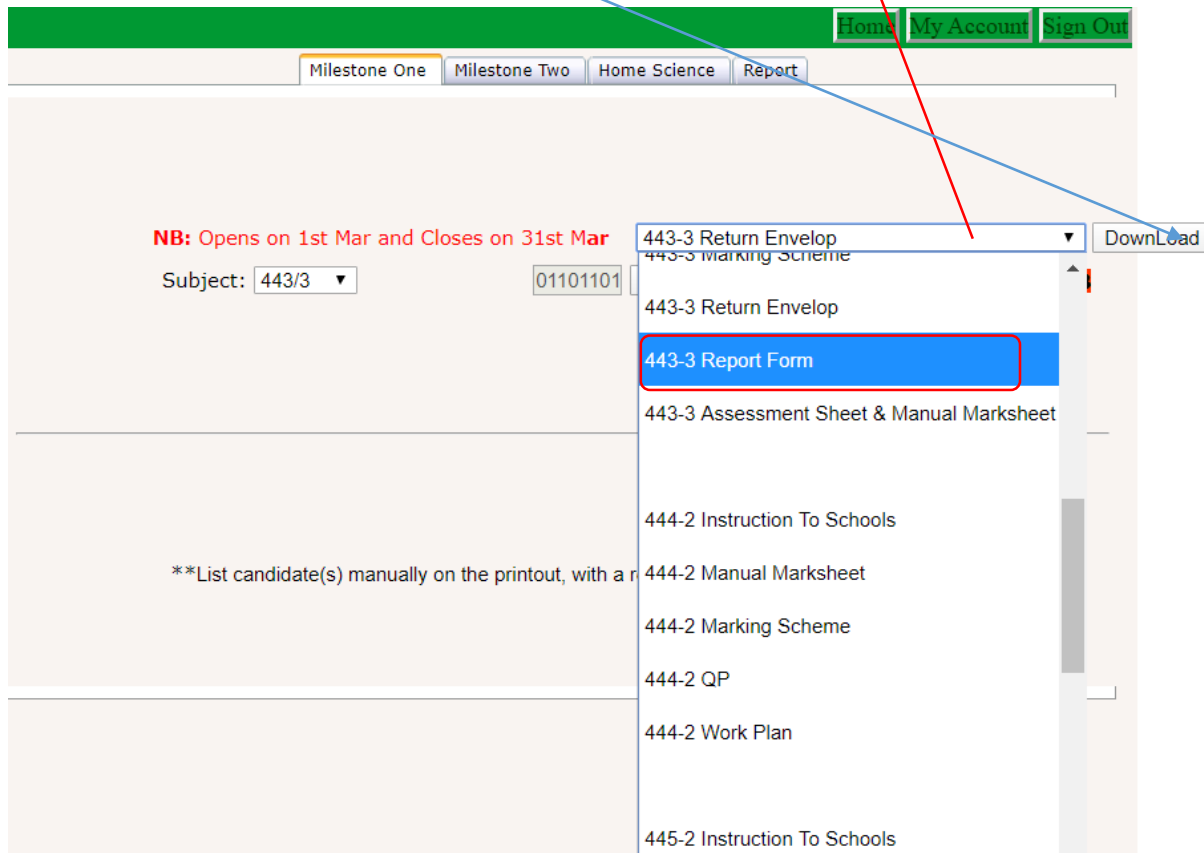
KCSE - PROJECT\ORALS\PRACTICAL

Please Log In

User Name
Password

Log In

Step 5: Select the subject instruction in the drop down button to download then click on **Download** button



Step 6: Save and print the instructions for use.

2.0 HOW TO KEY IN CANDIDATES SCORES FOR MILESTONE I AND II;

Step 7: Repeat steps 1 to 4 as in **1.0** above.

Step 8: Select the **subject** drop down menu which the candidates have registered for from

the drop down list then click on the **Get File** button. A list of candidates registered for the subject will be displayed.

Tuesday, March 3, 2020 You are Signed in as:

Kenya National Examinations Council
MARKS CAPTURING SYSTEM

Home My Account Sign Out

Milestone One Milestone Two Home Science Report

NB: Opens on 1st Mar and Closes on 31st Mar Select Instruction

Subject: 443/3 01101101 **GET FILE** Reg.Students: 49 **If Absent, Enter AB**

INDEX NUMBER	CANDIDATE NAME	Marks
01101101001	KUBO P MALINGE	
01101101002	MWADIME SIMEON MZAME	
01101101004	MWACHOFI N. MICHAEL	
01101101007	KIARIE MICHAEL MUIGAI	
01101101008	MWANYIKA EDDY KAMBALE	
01101101009	NYAMAI KELVIN MUSAU	
01101101012	MWAKAMBA G. SIMPSON	
01101101014	MWAWASI MARTIN	
01101101020	MWAMBURI WASHINGTON KARANI	

Step 9: Enter marks for each candidate from a copy of the Manual Mark sheet.

Step 10: To upload photographic evidence, click on the **Choose File** button to select a photo to be uploaded.

Once the dialog appears, select the photo and click **Open** then click on **post** to save scores and the photo.

The image shows a manual mark sheet and a file selection dialog box. The mark sheet lists candidates and their marks. The dialog box shows a file selection process. Red arrows indicate the flow from 'Choose File' to 'Open' to 'Post'.

01101101124	DAVID KAMUTU CHELE		
01101101125	MORRIS MWAROME LEWA		
01101101126	DANIEL NGOWA KISINYE		
01101101128	ALI MWADEBWE		
01101101129	ABDIRAHMAN ABDIAZIZ		
01101101135	MACHARIA KIMONGE ALI		
01101101136	KENGA SAMSON NGUMBAO		
01101101138	CHIMBEJA MOHAMED MWAGONA		
01101101141	MGHOSI KENNETH BABU		
01101101145	MWAKIRETI IDDI MOSES		
01101101147	MWAKIRO NDOLE DELVIS		
01101101148	MSAU JACKSON MULI		
01101101149	KALUME MOSES KARISA		
01101101154	LENNY MSHILLA MWADIME		
01101101155	MWAMBUI JACOB MOSHE		
01101101156	KALAGHE MASALE ENOCK		
01101101158	ISUTSA DENVER ANGWEYE		

Choose File No file chosen Post

List candidate(s) manually on the printout, with a red pen if not on this computer list

Open

File name: pngtree-blue-water-drop-png-image_2107351.jpg

Open Cancel

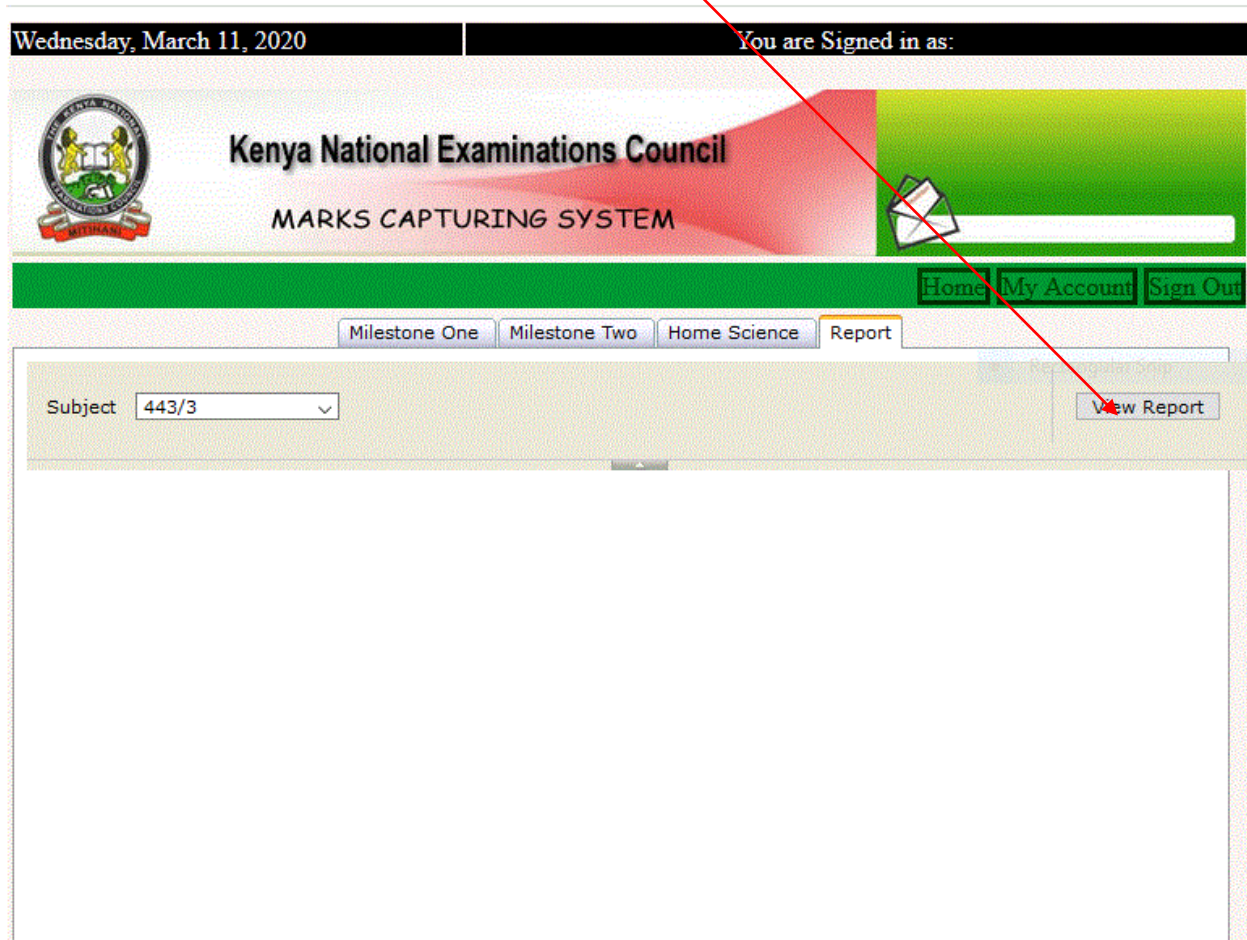
01101101147	MWAKIRO NDOLE DELVIS	22	
01101101148	MSAU JACKSON MULI	12	
01101101149	KALUME MOSES KARISA	41	
01101101154	LENNY MSHILLA MWADIME	11	
01101101155	MWAMBUI JACOB MOSHE	23	
01101101156	KALAGHE MASALE ENOCK	24	
01101101158	ISUTSA DENVER ANGWEYE	23	

Choose File No file chosen Post

List candidate(s) manually on the printout, with a red pen if not on this computer list

3.0 HOW TO VIEW , DOWNLOAD AND PRINT REPORT;

Step 11: Click on the **REPORT** tab, select the appropriate subject from the drop down list and click on **View report** button to view on the keyed in scores



Step 12: Save the report on the computer in PDF format.

Step 13: Print a hard copy of the report as evidence of keyed in candidates Scores.

MARKS CAPTURING SYSTEM

Home My Account Sign Out

Project Marks Report

THE KENYA NATIONAL EXAMINATIONS COUNCIL
 Date: 10-17-2019 TIME: 3:41:09 PM By EPS Page: 1 of 3
 PROJECT/PRACTICAL/ORAL MARKS
 511/1 MUSIC 40716101 E L C KITIERIO BOYS HIGH SCHOOL

No.	INDEX NUMBER	CANDIDATE NAMES	MARKS
45	01101101149	KALUME MOSES KARISA	
46	01101101154	LENNY MSHILLA MWADIME	
47	01101101155	MWAMBUI JACOB MOSHE	
48	01101101156	KALAGHE MASALE ENOCK	
49	01101101158	ISUTSA DENVER ANGWEYE	

*** List candidate(s) manually, with a red pen if not on the computer list***

Declaration by the Subject Teacher and School Principal

This is to declare that this candidate(s) undertook the project and adhered to the conditions specified in the KNEC instructions. The evidence maintained in the candidate's project portfolio is a true reflection of the candidate's performance on the project.

TEACHER NAME: _____ TSC NO. _____ SIGNATURE: _____ DATE _____

PRINCIPAL NAME: _____ TSC NO. _____ SIGNATURE: _____ DATE _____

OFFICIAL STAMP: _____

N|B:

1. Marks should always be in 2 digit format e.g. **01, 23**, and should not exceed the maximum score.
2. **Ensure that you click the Post button to save the uploaded photo and the scores.**
3. Check on the marks report to ensure all the candidate scores are captured in the KNEC portal.
4. Do not share your login credentials with anyone.
5. Don't save any passwords on the schools computer.

6. Ensure that no one is watching when you key the marks.
7. Always log out of the system whenever you are not using it.
8. Print a hard copy of the report and keep it as evidence of keyed in candidates scores