KENYA NATIONAL EXAMINATIONS COUNCIL

KNEC/EA/EM/KCSE/REG/PLC/2023/REV 7.1

2023 KCSE EXAMINATION
PRIVATE CANDIDATES' ENTRY FORM
(*To be filled in triplicate*)
(Original: **KNEC** Copy; Duplicate – **SCDE's** Office copy; Triplicate: **Candidate's** Copy)

Please read the instructions at the back of the document before completing the form.

<table>
<tr><td colspan="2">TO BE FILLED BY SUB COUNTY EDUCATION OFFICER</td></tr>
<tr><td>COUNTY NAME:_____CODE:_____
SUB-COUNTY NAME:_____
CENTRE NAME: _____
CENTRE NO. _____
CANDIDATES'S NUMBER:_____ _____</td></tr>
</table>

1.	CANDIDATE'S FULL NAME (SURNAME FIRST) 25 SPACES

2. **GENDER**: Please tick (√) Male ☐   Female ☐
3. **YEAR OF BIRTH**: _____
4. **ADDRESS:** _____
5. **IDENTITY CARD NO**. _____
5. **MOBILE PHONE NO**._____
6. **QUALIFICATIONS** (Attach Copies of Certificates/ Result slips and Identity Card)
   KCSE YEAR;_____INDEX NO (FOR REPEATERS)_____
   _____
   KCPE YEAR: _____ INDEX NO: _____
   CPE YEAR: _____INDEX NO:_____
   QUALIFYING TEST: YEAR: _____ INDEX NO: _____
   EQUATION LETTER: YEAR: _____REFERENCE NO: _____
7. **SCHOOL WHERE TO SIT FOR PRACTICAL EXAMINATION**
   NAME: _____
   CODE NO: _____
8. **SUBJECTS CHOICES (see back of form for requirements)**

SUBJECTS	SUBJECTS CODES	INDICATE CODES OF SUBJECTS CHOICES
GROUP I (All Compulsory)		
English	101	
Kiswahili	102	
Mathematics Option "A"	121 ⎤ (choose one	
Mathematics Option "B"	122 ⎦ option)	
GROUP II		
Biology	231	
Physics	232	
Chemistry	233	
Biology for the Blind	236	
General Science	237 (to be taken with 122)	

GROUP III		
History & Government	311	
Geography	312	
Christian Religious Ed.	313	(choose one option)
Islamic Religious Ed.	314	
Hindu Religious Ed.	315	
GROUP IV		
Home Science*	441	
Art & Design*	442	
Agriculture*	443	
Woodwork*	444	
Metal Work*	445	
Building Construction*	446	
Power Mechanics *	447	
Electricity *	448	
Drawing & Design *	449	
Aviation Technology***	450	
Computer Studies *	451	
GROUP V		
French **	501	
German **	502	
Arabic **	503	
Kenya Sign language*	504	
Music **	511	
Business Studies	565	

9. **KCSE EXAMINATION PRIVATE AND REPEATING CANDIDATES' REGISTRATION FEE:**
Basic fees= 2,700 per candidate
Subject fee=400 per subject

Regular private candidates

No. of Subjects	**7**	**8**	**9**
Fees (Kes.)	5,500	5,900	6,300

Candidates repeating less than 7 subjects

No. of Subjects	1	2	3	4	5
Fees (Kes.)	3,100	3,500	3,900	4,300	4,700

Add Kshs. 200/= for the subjects with **Project/ Practical components** (see subjects with*) **Add Kshs 500 for Orals/Aural** (see subjects with**) **& 2,500** for **Aviation technology** (see subjects with ***)

TO BE FILLED BY S.C.E.O
Verified by: _____
Total Shs: _____
Receipts No. _____
Date: _____
Sign:_____

10. DECLARATION BY CANDIDATE:

I declare that, I have read and understood the entry requirements for the registration of KCSE examination and that the particulars which I have given on this entry form are correct. I understand that I shall be allowed to sit for **only** those **subjects** and papers for which I have **entered on this form.**

Sign: _____ Date: _____

ENTRY REQUIREMENTS FOR KCSE PRIVATE CANDIDATES

1.0   Private Candidates wishing to enter for the KCSE examination must fulfill the following conditions:

1.1 They must be holders of:

    1.1.1   a valid KCPE certificate, EACE, KCE or a foreign qualification accompanied by a KNEC equation letter; or

    1.1.2   a primary certificate other than KCPE (CPE or Foreign) and a qualifying test result slip from KNEC indicating that they have passed the KNEC KCSE Qualifying Test;

1.2 They must produce evidence of having spent at least 3 years preceding the year of KCSE examination registration after sitting the KCPE /other primary examinations;

1.4 They must produce a letter of confirmation from the SCDE/Principal of the approved private candidate examination centre where the candidate will sit for the practical examinations papers;

1.5 They must produce a National Identity card, passport or an alien card (for foreign candidates). Where this is not possible, the Birth Certificate and evidence of National Identity card application (waiting card) will be required;

1.6 They must download the private candidates' registration forms from the KNEC website (www.knec-portal.ac.ke) and fill it before reporting to the SCDE's office for further instructions.

2.0   Subjects Choices

2.1   Candidate must enter for at least **7 subjects** which must include the following:

    2.1.1   From **Group I:** All the three subjects of Code **101, 102 and either121 (option 'A') or 122 (option 'B');**

    2.1.2   From **Group II:** At least two subjects of Code Numbers **231, 232 , 233,236 (Blind candidates) or 237 for Option 'B';**

    2.1.3   From **Group III:** At least one subject code of **311,312 or any one among 313/314/315.**

2.2 Note: Only one of the Religious subjects 313, 314 , 315 and one Mathematics option is to be taken.

2.3 Choose **one** other subject selected from the remaining subjects in **Group II, III** and **IV** (Code Numbers **441,442,443, 444,445,446,447,448,449,450 and 451**) or **V**(Code Numbers **501,502,503,504,511 and 565).**

2.4 Candidates can sit for a maximum of **9 subjects** and the extra **1 or 2 subjects** can be selected from the remaining subjects of groups II, III, IV and V.

3.0   Repeaters

There are two categories of repeaters:-

3.1 **Repeaters taking the minimum 7 subjects**

Candidates who wish to repeat and get a mean grade must **repeat the entire examination with a minimum of 7 and maximum of 9 subjects** as per the subject entry requirements`. They must ensure that all the regulations for the certificate award criteria are observed. These candidates should be given **regular index numbers** (001-499) for school and private repeaters and may re-sit as many times as they wish as long as they meet entry requirements;

3.2 **Candidates who choose to repeat less than 7 subjects.**

These candidates must have sat for KCSE not more than three years preceding the year of the examination. These candidates should be given **index numbers** ending with **501,502 etc for School and Private repeaters.**

3.3   Candidates repeating as prescribed in.3.2 above **must not** introduce **new** subjects that **they did not** sit for

during the **first** attempt;

These candidates can sit for a **minimum** of **one (1)** subject and a maximum of **six (6) subjects;**

These candidates will get a supplementary result slip which will only show a <u>subject grade</u>. The subject grade(s) on the result slip will <u>not be used to alter the mean grade attained previously;</u>

3.4   *Candidates repeating less than 7 subjects and who sat for the KCSE examination previously will only be allowed to repeat <u>THRICE</u> in the <u>THREE subsequent</u> years following the <u>FIRST ATTEMPT.</u>*

4.0   **Practical Papers**

Private and repeating candidates will be informed by the SCEO's where they will sit for practical papers at the time of registration.

5.0   **Important**

Subject changes **are not permitted** once registration has been done.

Candidates entering for **French, German, Arabic and Music** should be aware of the early dates for **<u>Aural and Oral Examinations</u>**. These examinations will only be done at **specific centers** to be arranged at the Sub County. Candidates will be expected to make their own travel arrangements to the centre.

5.1   Candidates entered for **subjects with Project Papers** should take note that their projects should be prepared and assessed as per the following schedule:-

Home Science (441)	**-**	**October – November every year**
Art and Design (442)	**-**	**March to September every year**
Agriculture (443)	**-**	**March to September every year**
Woodwork (444)		
Metal work (445)		**March – September every year**
Building Construction (446)		
Power Mechanics (447)		
Electricity (448)		**Period to be indicated on the timetable**
Drawing & Design (449)		
Aviation Technology (450)		
Computer Studies (451)	**-**	**March to September every year**

During this period they are required to prepare their projects at the school that is hosting them for the practical projects examination.

5.2   A candidate who withdraws from the examination will **NOT** be entitled to a refund.

Candidates are expected to check in the KNEC website to ascertain the correctness of their entries **before closure of registration** and to alert the SCEO's office for any amendments to be effected **before end of the registration period**. No amendments will be effected after this.

6.0   Registration of candidates will end on **30th March 2023**. Any entries received at the Council after this date will not be accepted **irrespective of when the money was deposited in the KNEC accounts. Candidates deposit fees individually in the KNEC deposit accounts.**

7.0   **It is the responsibility of the candidate to ensure the accuracy of his/her registration details. All candidates MUST report to the Sub County Education Officer (SCEO) to sign the nominal roll and to verify their registration details after the closure of the registration period.**