



THE KENYA NATIONAL EXAMINATIONS COUNCIL

"Quality Educational Assessment, Credible Certification"



All official correspondence should be addressed to:
The Council Secretary/Chief Executive Officer

KNEC is ISO 9001:2015 Certified

REF: KNEC/GEN/TD/CIR/CBA/2025/003

29th April 2025

To: All (i) Sub County Directors of Education
(ii) Heads of Institutions Junior School

RE: ADMINISTRATION OF THE YEAR 2025 KJSEA PROJECTS

- 1.0 The administration of the 2025 KJSEA will begin with **Creative Arts & Sports (911/1), Pre-Technical Studies (912/2)** and **Agriculture (906/2)** projects. The Kenya National Examinations Council will upload these projects on the KNEC CBA Portal for access by schools in accordance with the schedule outlined in the **Revised 2025 KJSEA Timetable**.
- 2.0 To access the assessment portal, Headteachers are required to login onto the CBA portal: <https://cba.knec.ac.ke>. Schools encountering password issues should contact their respective Sub-County Director of Education for assistance with resetting the password.
- 3.0 Teachers will assess the candidates as they undertake the tasks and score using the guidelines provided.
- 4.0 The materials required for the assessments should be obtained from the immediate school environment or improvised as much as possible.
- 5.0 Schools are required to administer the projects and upload all candidates' scores to the CBA portal by **30th August 2025**. Headteachers are responsible for ensuring that candidates complete their project work and that their scores are accurately captured and submitted within the given deadline. A penalty of **Ksh 500 per candidate** will be imposed for any uploads made after the specified date.
- 6.0 The school and individual candidates will be expected to compile and maintain a file of evidence on the progress of the project work to be presented for assessment and monitoring.

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- 7.0** A detailed **user manual** describing step by step on how to access the tools, instructions, scoring guides and how to upload candidates' scores is available on the CBA portal.
- 8.0** Headteachers, subject teachers, and candidates must be aware that all materials related to assessments and their administration are strictly confidential and must always be treated as such.

Kindly share this information with all subject teachers and candidates and ensure compliance to the guidelines for effective administration of the projects.



Dr. David Njengere, MBS
CHIEF EXECUTIVE OFFICER

cc: Director, Quality Assurance and Standards, MOE
All Regional Directors of Education
All County Directors of Education