



# 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/2025/002**

**15<sup>th</sup> April 2025**

**To: All**

- (i) Sub County Directors of Education**
- (ii) Heads of Primary Schools**
- (iii) Heads of Junior Schools**
- (iv) Heads of Special Needs Schools**

**RE: ADMINISTRATION OF THE YEAR 2025 GRADES 3, 7, 8 AND STAGE BASED CURRICULUM PROJECTS AND PERFORMANCE TASKS**

- 1.0** The Kenya National Examinations Council will upload on the KNEC CBA Portal School Based Assessment projects and performance tasks for Grades 3, 7 & 8 and Stage Based Curriculum.
- 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** Schools will be expected to administer the projects and performance tasks, and upload scores of all learners on the CBA portal within the stipulated timeframe.
- 4.0** Teachers will assess the learners as they undertake the tasks and score using the guidelines provided.
- 5.0** A detailed **user manual** describing step by step on how to access the tools, instructions, scoring guides and how to upload learners' scores is available on the CBA portal.
- 6.0** Headteachers are requested to keep all records and evidence generated from the assessments.
- 7.0** The materials required for the assessments should be obtained from the immediate school environment or improvised as much as possible.
- 8.0** The tools will be accessed as shown below:

**HEADQUARTERS:** New Mitihani House, South C, P.O. Box 73598 – 00200 City Square, NAIROBI, KENYA

**Telephone:** (+254-720) 741001/003/004/094, (+254-732) 333530/566/780 **Fax:** (+254-20) 2226032

**E-mail:** [ceo@knec.ac.ke](mailto:ceo@knec.ac.ke); **Website:** [www.knec.ac.ke](http://www.knec.ac.ke)

Grade		Subjects with Project/ Practical/Performance Tasks	Date to be accessed	Last Date to Upload scores
8.1	<b>Grade 3 and Foundation Level</b>	<b>Integrated Learning Assessment</b> i) Regular Learners ii) Hearing Impairment iii) Visually Impairment iv) Physical Disabilities v) SNE Foundation Level	5 <sup>th</sup> May 2025	31 <sup>st</sup> July 2025
8.2	<b>Grade 7</b>	i) Agriculture ii) Creative Arts and Sports iii) Integrated Science	5 <sup>th</sup> May 2025	31 <sup>st</sup> July 2025
8.3	<b>Grade 8</b>	i) Agriculture ii) Creative Arts and Sports iii) Integrated Science	5 <sup>th</sup> May 2025	31 <sup>st</sup> July 2025
8.4	<b>Intermediate Level</b>	i) Communication and Social Skills ii) Daily Living Skills and Religious Education (CRE, IRE, HRE) iii) Sensory Motor Integration iv) Creative Activities v) Numeracy Activities vi) Movement Activities	5 <sup>th</sup> May 2025	31 <sup>st</sup> July 2025
8.5	<b>Prevocational Level</b>	i) Prevocational skills ii) Communication and functional literacy skills iii) Daily living skills and nutrition iv) Music and movement v) Physical education vi) Social studies vii) Religious Education (CRE/ IRE/ HRE)	5 <sup>th</sup> May 2025	31 <sup>st</sup> July 2025

This information is to enable you to prepare and plan adequately.



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

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