



# KENYA NATIONAL EXAMINATIONS COUNCIL

REF: KNEC/GEN/EA/FA/SI/APP/KCPE/CM/2022/1427893

DATE: 7<sup>TH</sup> September, 2022

TO :

Sadam Hassanow Racha

National Identity Number: 34187163

TSC Number: 847079

Mobile Number: 254722136578

Town: MANDERA EAST

'THROUGH'

## TSC SUB COUNTY DIRECTOR

Name: TSC - MANDERA EAST

Sub County: MANDERA EAST

County: MANDERA

## **RE: APPOINTMENT AS A CENTREMANAGER FOR YEAR 2022 KCPE FOR THE KENYA NATIONAL EXAMINATIONS COUNCIL**

- 1.0 The Kenya National Examinations Council has appointed you the **Centre Manager** to oversee administration of the **2022 KCPE Examinations** at **UMAR FARUQ INTEGRATED ACADEMY** examination centre from **28<sup>th</sup> November 2022** to **30<sup>th</sup> November 2022**. You will be reimbursed travel expenses at the rate of **Kshs 500/= per day** inclusive of the rehearsal day. However payment will be based on **days worked** (only when examinations are being administered).
- 2.0 As a centre manager, you are responsible to the TSC Sub County Director. The Council has delegated this duty to you and expects you to conduct the examination according to KNEC regulations; and your duties will include the following among others: -
  - 2.1 Ensure that the rehearsal is undertaken prior to the examination;
  - 2.2 Maintain a conducive environment for the conduct of examinations;
  - 2.3 Be at the distribution Centre at the time prescribed by the Council to pick the examination materials;
  - 2.4 Witness the opening of examination containers at the distribution Centre every day of the examination;
  - 2.5 Collect question papers as prescribed by the Council from the distribution centre and ensure protection of the same when on transit to the examination centre;
  - 2.6 Ensure that examination question papers are not tampered with and are kept in one of the examination rooms guarded by the security officers, before handing them over to the Supervisor.
  - 2.7 Ensure that the candidates, supervisors, invigilators and security officers inspect the question paper packets and sign the declaration to witness that they are intact before opening;
  - 2.8 Witness the opening of the examinations question paper packet by the Supervisor in front of the candidates and ensure that at least one of the candidates countersigns the envelope as evidence of witnessing the opening;
  - 2.9 Witness the counting of the question papers by the Supervisor and ensuring that the examination papers are adequate before the commencement of the examination and issuance to each invigilator;
  - 2.10 Ensure that no candidate who is more than half an hour late is given a question paper unless cleared by the Council;
  - 2.11 Ensure that all reports of hardship cases which might have affected candidates' work during the examination and which are related to the conduct of the examination are indicated in the Report and Certificate of Supervision;
  - 2.12 In consultation with Sub County Director of Education, ensure that candidates taking examination under special circumstances do so in a conducive environment;
  - 2.13 Submit to the officer managing the distribution Centre answer scripts/sheets of candidates taking examinations under special circumstances in a special envelope separately;
  - 2.14 Receive the packed candidates answer scripts/sheet and examination materials from the supervisor and return them

securely to the distribution centre after each day of the examination under armed security escort and sign the relevant accountability documents;

- 2.15 Accurately complete the Attendance Sheets, Report and Certificate of Supervision, Declaration Form for Payment and any other documents required then submit the documents to the Council through the officer managing the distribution centre upon completion of the examination;
- 2.16 Overall responsibility:
- a) Take overall responsibility for management of the examinations at the examination centre and ensure that all candidates Strictly adhere to the examination rules;
  - b) Where instances of massive examination irregularities occur, the Centre Manager shall take personal responsibility;
  - c) Take action as per the Act, other written law, the Council rules and regulations and report the matter to the Council when he/she observes any examination malpractice.
- 2.17 Details of these duties are contained in the guidelines for TSC teachers engaged in examination activities. You should read them carefully before the start of examination.



**Dr. David Njengere**

**CHIEF EXECUTIVE OFFICER**

## **ACCEPTANCE**

*(To be signed by the recipient and a copy retained by the TSC Sub County Director)*

I \_\_\_\_\_ of ID NO: \_\_\_\_\_ TSC NO: \_\_\_\_\_ acknowledge that I have received, read and understood the above offer on the conditions set out above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **WITNESS BY THE TSC SUB COUNTY DIRECTOR**

Signature: \_\_\_\_\_

## **TSC SUB COUNTY DIRECTOR**

Name: \_\_\_\_\_

Sub \_\_\_\_\_

County: \_\_\_\_\_

County: \_\_\_\_\_

cc:

- 1.The Principal Secretary** State Department of Early Learning & Basic Education Ministry of Education Nairobi
- 3.The County Director of Education**

- 2.The Chief Executive Officer** Teachers Service Commission Private Bag, Nairobi
- 4.The TSC County Director**