



# THE KENYA NATIONAL EXAMINATIONS COUNCIL

*"To be a World Class Leader in Educational Assessment and Certification"*

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



KNEC is ISO 9001:2015 Certified

KNEC/GEN/RES/ARC/ADV/05/006

24<sup>th</sup> September, 2021

## GUIDELINES ON APPLICATION FOR CERTIFICATION OF EXAMINATION RESULTS

Applicants are expected to apply **online** for Certification Letter through the **Query Management Information System (QMIS)** This may be accessed by typing the **URL: <http://qmis.knec.ac.ke>**.

**1.0** The Kenya National Examinations Council (KNEC) started implementing the policy on issuance of Certification of Examination Results Letters from February 2018 to applicants who have done KNEC examination and have lost or damaged their certificate(s).

### **2.0 REQUIRED DOCUMENTS**

- 2.1 Copy of certificate(s) or Result slip(s). Result slips are applicable for all examinations **except Primary School Examination from 1926 to year 2012; (Primary School Examination result slips from year 2013 printed from the KNEC website/system are acceptable); (Mandatory)**
- 2.2 Police Abstract indicating reporting of loss of certificate(s); **(Mandatory)**
- 2.3 Copy of National ID/Passport or (Birth certificate for those under 18 years with a copy of National Identity Card for at least one parent/official guardian); **(Mandatory)**
- 2.4 A Confirmation from the registrar of persons on the identity of the applicant **MUST** be obtained and submitted to KNEC at the point of application; **(Mandatory)**
- 2.5 The applicant will be required to submit **one color passport** size photograph; **(Mandatory)**
- 2.6 Copies of all these documents shall be **uploaded online** as part of the application.

### **3.0 DETAILS OF FEES PAYABLE**

- 3.1 The fees for certification of examination results letter is **KES. 5,220.00 (five thousand two hundred and twenty only)** inclusive of VAT per examination results certification letter;
- 3.2 The payment will be via **MPESA**. The system will generate and send a **unique pay bill** and **account number** to the applicant indicating the amount to be paid after the documents have been verified by KNEC.

### **4.0 COLLECTION OF THE EXAMINATION RESULTS CERTIFICATION**

- 4.1 The owner upon presentation of the original National Identity Card/valid Passport shall collect certification of examination results letter in person. One of the parents/official guardians with their original National Identity Card and the original birth certificate shall accompany minors.
- 4.2 Certification of Examination Results Letters that will have **NOT** been collected within **TWO (2)** years from the date of application will be disposed off without further communication and **NO** refund of the fee paid.

### **5.0 FURTHER INFORMATION**

- 5.1 The certification of examination results Letter once issued is **NOT replaceable**.

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- 5.2 The processing for certification of examinations results letter takes **fifteen (15) working days** after all the requirements have been fulfilled.
- 5.3 Applicant for Post School (Business, Technical & Teacher) Examinations will submit all the copies of **result slips** of **modules/parts** for the **modular courses** sat.
- 5.4 Applicant **MUST** prove that their certificates are **lost/destroyed** before applying for examination results Certification Letters.
- 5.5 The Names on the National ID/Passport/Birth certificate **MUST** match with those used during the examination. Applicants who have legally changed their names **MUST** attach the legal documents used to change the name. E.g. **marriage certificate** for women or the copy of **Kenya gazette** in which the **changed name appeared**. Sworn affidavits are **NOT** acceptable.
- 5.6 Applications with **differing** examination details or have **not** met all the requirements will be declined.
- 5.7 If the application has been **pending**, the applicant must **delete** the old application and all its attachments and restart the process afresh ensuring that the correct information/missing documents are uploaded.
- 6.0 Applicants are required to apply for certification of examination results letters online and only visit the KNEC offices to collect the processed certification letters upon receipt of an SMS alert.
- 7.0 **Manual** or **emailed** applications including **bank deposit slips** **shall not be accepted**.
- 8.0 Further enquiries may be sent to the Chief Executive Officer, Kenya National Examinations Council through **postal address** or **email address** [ceo@kneec.ac.ke](mailto:ceo@kneec.ac.ke) or [archives@kneec.ac.ke](mailto:archives@kneec.ac.ke)



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