



THE KENYA NATIONAL EXAMINATIONS COUNCIL

THE 2013 KCSE EXAMINATION TIMETABLE, INSTRUCTIONS & GUIDELINES

KNEC/TD/SE/KCSE/TT/13/005

1.0 TIMINGS OF PAPERS IN THE 2013 KCSE EXAMINATION AND INSTRUCTIONS TO SUPERVISORS AND INVIGILATORS

1.1 All examinations will start at 8.00 a.m.

1.2 The time allowed for each paper is indicated against the name of the paper and **NO EXTRA TIME IS TO BE ALLOWED**. In case of any discrepancy, the time stated on the question paper should be taken as the correct one. Time for reading through questions is part of the time shown on the question paper except where special paper instructions indicate otherwise.

1.3 Supervisors and Invigilators are asked to ensure that candidates have written their **names, index numbers** and have signed on their answer scripts before they collect the answer scripts from each candidate while the candidates are advised to ensure that they take the subjects they are registered for.

2.0 DURATION/PERIOD, DATES AND TIMING OF 2013 KCSE EXAMINATION PAPERS

ITEM	DAY(S)	PERIOD	ITEM NO.	PAPER	DURATION
2.1	JANUARY TO SEPT. 2013		1.	443/3 Agriculture (Project)	9 months
2.2	MARCH TO SEPT. 2013		2.	451/3 Computer Studies (Project)	7 months
2.3	MARCH TO MID AUG. 2013		3.	442/3 Art and Design (Project)	4½ months
2.4	MAY TO OCTOBER 2013		4.	444/2 Woodwork (Project)	25 hrs.
			5.	445/2 Metalwork (Project)	25 hrs.
2.5	MONDAY 30/9/2013 TO FRIDAY 04/10/2013		6.	501/3 French (Oral)	15 mins per candidate
			7.	502/3 German (Oral)	
			8.	503/3 Arabic (Oral)	
			9.	504/3 Kenyan Sign Language (Practical Signing Skills)	
2.6	MONDAY 30/9/2013 TO THURSDAY 04/10/2013		10.	511/1 Music (Practical)	15 mins. per candidate
2.7	MONDAY 07/10/2013 TO TUESDAY 15/10/2013		11.	446/2 Building Construction (Project)	25 hrs.
2.8	THURSDAY 03/10/2013		12.	441/3 Practical Planning Session Home Science (Foods and Nutrition)	30 mins.
			13.	441/3 Practical Planning Session Home Science (Foods and Nutrition) - Large print	30 mins.
			14.	441/3 Practical Planning Session Home Science (Foods and Nutrition) - Braille	1 hr
2.9	TUESDAY 08/10/2013 TO THURSDAY 10/10/2013		15.	441/3 Home Science – Foods and Nutrition (Practical)	1 hr. 15 mins.
			16.	441/3 Home Science – Foods and Nutrition (Practical) Large Print	1 hr 15 mins.
			17.	441/3 Home Science – Foods and Nutrition (Practical) Braille	1 hr 45 mins.

ITEM	DAY(S)	PERIOD	ITEM NO.	PAPER	DURATION
2.10	TUESDAY 22/10/2013	8.00 am – 10.00 am (1 st Session)	18.	101/1 English (Functional Skills)	2 hrs.
		8.00 am – 10.00 am (1 st Session)	19.	101/1 English (Functional Skills) Large Print	2 hrs
		8.00 am – 10.30 am (1 st Session)	20.	101/1 English (Functional Skills) Braille	2 hrs 30 mins.
		8.00 am – 10.30 am (1 st session)	21.	101/1 English (Hearing Impaired)	2 hrs. 30 mins.
		10.30 am -11.00 am	BREAK		30 mins.
		11.00 am – 1.30 pm (2 nd session)	22.	101/2 English (Comprehension, Literary Appreciation. & Grammar)	2 hrs. 30 mins.
		11.00 am – 1.30 pm (2 nd session)	23.	101/2 English (Comprehension, Literary Appreciation & Grammar) - Large print	2 hrs 30 mins.
		11.00 am – 2.00 pm (2 nd session)	24.	101/2 English (Comp, Literary App. & Grammar) - Braille	3 hrs
		11.00 am – 2.00 pm (2 nd session)	25.	101/2 English (Hearing Impaired)	3 hrs.
2.11	WEDNESDAY 23/10/2013	8.00 am – 9.45 am (1 st session)	26.	102/1 Kiswahili - (Insha)	1 hr. 45 mins.
		8.00 am – 9.45 am (1 st Session)	27.	102/1 Kiswahili - (Insha) Large Print	1hr. 45 mins.
		8.00 am – 10.15 am (1 st Session)	28.	102/1 Kiswahili - (Insha) Braille	2 hrs. 15 mins.
		10.15 am -10.45 am	BREAK		30 mins.
		10.45 am – 1.15 pm (2 nd session)	29.	102/2 Kiswahili - (Lugha)	2 hrs. 30 mins.
		10.45 am – 1.15 pm (2 nd Session)	30.	102/2 Kiswahili - (Lugha) Large print	2hrs. 30 mins.
		10.45 am – 1.45 pm (2 nd Session)	31.	102/2 Kiswahili - (Lugha) Braille	3 hrs.
2.12	THURSDAY 24/10/2013	8.00 am – 10.30 am (1 st Session)	32.	121/1 Mathematics Alt. A	2 hrs. 30 mins
		8.00 am – 10.30 am (1 st Session)	33.	121/1 Mathematics Alt. A Large print	2 hrs. 30 mins.
		8.00 am – 11.00 am (1 st Session)	34.	121/1 Mathematics Alt. A Braille	3 hrs.
		8.00 am – 10.30 am (1 st Session)	35.	122/1 Mathematics Alt. B	2 hrs. 30 mins.
		8.00 am – 10.30 am (1 st Session)	36.	122/1 Mathematics Alt. B Large Print	2 hrs. 30 mins.
		8.00 am – 11.00 am (1 st Session)	37.	122/1 Mathematics Alt. B Braille	3hrs.
		11.00 am - 11.30 am	BREAK		30 mins.
		11.30 am – 2.15 pm (2 nd session)	38.	312/1 Geography	2 hrs. 45 mins.
		11.30 am – 2.15 pm (2 nd Session)	39.	312/1 Geography Large print	2 hrs. 45 mins.
		11.30 am – 2.45 pm (2 nd Session)	40.	312/1 Geography Braille	3 hrs. 15 mins.
		2.13	FRIDAY 25/10/2013	8.00 am – 9.45am (1 st Session)	41.
8.00 am – 9.45 am (1 st Session)	42.			231/3 Biology (Practical) Large print	1 hr. 45 mins.
8.00 am – 10.15 am (1 st session)	43.			236/3 Biology (Practical for Blind Candidates) Braille	2 hrs. 15 mins.

ITEM	DAY(S)	PERIOD	ITEM NO.	PAPER	DURATION	
2.14	MONDAY 28/10/2013	8.00 am – 10.30 am (1 st session)	44.	121/2 Mathematics Alt. A	2 hrs. 30 mins.	
		8.00 am – 10.30 am (1 st Session)	45.	121/2 Mathematics Alt. A Large Print	2 hrs. 30 mins.	
		8.00 am – 11.00 am (1 st Session)	46.	121/2 Mathematics Alt. A Braille	3 hrs.	
		8.00 am – 10.30 am (1 st session)	47.	122/2 Mathematics Alt. B	2 hrs. 30 mins.	
		8.00 am – 10.30 am (1 st session)	48.	122/2 Mathematics Alt. B Large Print	2hrs. 30 mins.	
		8.00 am – 11.00 am 1 st Session)	49.	122/2 Mathematics Alt. B Braille	3 hrs.	
		11.00 am- 11.30 am	BREAK			30 mins.
		11.30 am – 2.00 pm (2 nd session)	50.	101/3 English (Creative Composition and Essays based on Set Texts)	2 hrs. 30 mins	
		11.30 am – 2.00 pm (2 nd Session)	51.	101/3 English (Creative Comp. and Essays based on Set Texts) Large print	2 hrs. 30 mins.	
		11.30 am – 2.30 pm (2 nd Session)	52.	101/3 English (Creative Comp. and Essays based on Set Texts) Braille	3 hrs.	
		11.30 am – 2.30 pm (2 nd Session)	53.	101/3 English (Hearing Impaired)	3 hrs.	
2.15	TUESDAY 29/10/2013	8.00 am – 10.45 am (1 st Session)	54.	501/1 French (Listening Comp., Dictation and Comp.)	2 hrs. 45 mins	
		8.00 am – 10.00 am (1 st Session)	55.	502/1 German (Listening Comp. and Comp.)	2 hrs.	
		8.00 am – 8.50 am (1 st Session)	56.	503/1 Arabic (Listening Comp.)	50 mins.	
		8.00 am – 10.00 am (1 st session)	57.	504/1 Kenyan Sign Language (Receptive Skills)	2 hrs.	
		10.45 am – 11.15.am	BREAK			30 mins.
		11.15 am – 1.15 pm (2 nd session)	58.	443/1 Agriculture	2 hrs.	
		11.15 am – 1.15 pm (2 nd session)	59.	443/1 Agriculture Large print	2 hrs.	
		11.15 am – 1.45 pm (2 nd session)	60.	443/1 Agriculture Braille	2 hrs. 30 mins.	
2.16	WEDNESDAY 30/10/2013	8.00 am – 10.00 am (1 st session)	61.	231/1 Biology	2 hrs.	
		8.00 am – 10.00 am (1 st session)	62.	231/1 Biology Large print	2 hrs.	
		8.00 am – 10.30 am (1 st session)	63.	236/1 Biology (For the Blind) Braille	2 hrs. 30 mins	
		10.30 am- 11.00 am	BREAK			30 mins.
		11.00 am – 1.45 pm (2 nd session)	64.	312/2 Geography	2 hrs. 45 mins.	
		11.00 am – 1.45 pm (2 nd session)	65.	312/2 Geography Large print	2 hrs. 45 mins.	
		11.00 am – 2.15 pm (2 nd session)	66.	312/2 Geography Braille	3 hrs. 15 mins.	

ITEM	DAY(S)	PERIOD	ITEM NO.	PAPER	DURATION
2.17	THURSDAY 31/10/2013	8.00 am – 10.00 am (1 st session)	67.	232/1 Physics	2 hrs.
		8.00 am – 10.00 am (1 st Session)	68.	232/1 Physics Large Print	2 hrs.
		8.00 am – 10.30 am (1 st session)	69.	237/1 General Science	2 hrs. 30 mins.
		8.00 am – 10.30 am (1 st Session)	70.	237/1 General Science Large print	2 hrs. 30 mins.
		10.30 am- 11.00 am		BREAK	30 mins.
		11.00 am – 1.30 pm (2 nd Session)	71.	102/3 Kiswahili (Fasihi)	2 hrs. 30 mins.
		11.00 am – 1.30 pm (2 nd Session)	72.	102/3 Kiswahili (Fasihi) Large print	2 hrs. 30 mins.
		11.00 am – 2.00 pm (2 nd Session)	73.	102/3 Kiswahili (Fasihi) Braille	3 hrs.
2.18	FRIDAY 01/11/2013	8.00 am – 10.15 am (1 st session)	74.	233/3 Chemistry (Practical)	2 hrs. 15 mins.
		8.00 am – 10.15 am (1 st session)	75.	233/3 Chemistry (Practical) Large print	2 hrs. 15 mins.
2.19	MONDAY 04/11/2013	8.00 am – 10.00 am (1 st session)	76.	231/2 Biology	2 hrs.
		8.00 am – 10.00 am (1 st session)	77.	231/2 Biology Large print	2 hrs.
		8.00 am – 10.30 am (1 st session)	78.	236/2 Biology (For the Blind) Braille	2 hrs. 30 mins.
		10.30 am – 11.00 am		BREAK	30 mins.
		11.00 am – 1.00 pm (2 nd session)	79.	443/2 Agriculture	2 hrs.
		11.00 am–1.00 pm (2 nd session)	80.	443/2 Agriculture Large print	2 hrs.
		11.00 am–1.30 pm (2 nd session)	81.	443/2 Agriculture Braille	2 hrs. 30 mins.
2.20	TUESDAY 05/11/2013	8.00 am – 10.00 am (1 st Session)	82.	233/1 Chemistry	2 hrs.
		8.00 am – 10.00 am (1 st session)	83.	233/1 Chemistry Large print	2 hrs.
		8.00 am – 10.30 am (1 st session)	84.	237/2 General Science	2 hrs. 30 mins.
		8.00 am – 10.30 am (1 st session)	85.	237/2 General Science Large print	2 hrs. 30 mins.
		10.30 am- 11.00 am		BREAK	30 mins.
		11.00 am – 1.30 pm (2 nd Session)	86.	313/1 Christian Religious Education	2 hrs. 30 mins.
		11.00 am – 1.30 pm (2 nd Session)	87.	313/1 Christian Religious Education Large print	2 hrs. 30 mins
		11.00 am – 2.00 pm (2 nd session)	88.	313/1 Christian Religious Education Braille	3hrs.
		11.00 am – 1.30 pm (2 nd Session)	89.	314/1 Islamic Religious Education	2 hrs. 30 mins.
		11.00 am – 1.30 pm (2 nd Session)	90.	314/1 Islamic Religious Education Large print	2hrs. 30 mins.
		11.00 am – 2.00 pm (2 nd Session)	91.	314/1 Islamic Religious Education Braille	3hrs.
		11.00 am – 1.30 pm (2 nd Session)	92.	315/1 Hindu Religious Education	2 hrs. 30 mins.
		11.00 am – 1.30 pm (2 nd Session)	93.	315/1 Hindu Religious Education Large print	2 hrs. 30 mins.
		11.00 am – 2.00 pm (2 nd Session)	94.	315/1 Hindu Religious Education Braille	3 hrs.

ITEM	DAY(S)	PERIOD	ITEM NO.	PAPER	DURATION	
2.21	WEDNESDAY 06/11/2013	8.00 am – 10.00 am (1 st Session)	95.	565/1 Business Studies	2 hrs.	
		8.00 am - 10.00 am (1 st session)	96.	565/1 Business Studies Large print	2 hrs.	
		8.00 am – 10.30 am (1 st session)	97.	565/1 Business Studies Braille	2 hrs. 30 mins.	
		10.30 am- 11.00 am	BREAK			30 mins.
		11.00 am – 1.30 pm (2 nd Session)	98.	447/2 Power Mechanics (Practical)	2 hrs. 30 mins.	
		11.00 am – 1.30 pm (2 nd Session)	99.	447/2 Power Mechanics (Practical) Large print	2 hrs. 30 mins.	
		11.00 am – 1.30 pm (2 nd Session)	100.	449/2 Drawing and Design (Practical)	2 hrs. 30 mins.	
		11.00 am – 1.30 pm (2 nd Session)	101.	451/2 Computer Studies (Practical)	2 hrs. 30 mins	
		11.00 am – 1.30 pm (2 nd Session)	102.	451/2 Computer Studies (Practical) Large print	2 hrs. 30 mins	
2.22	THURSDAY 07/11/2013	8.00 am – 10.00 am (1 st Session)	103.	233/2 Chemistry	2 hrs.	
		8.00 am – 10.00 am (1 st session)	104.	233/2 Chemistry Large print	2 hrs.	
		10.00 am- 10.30 am	BREAK			30 mins.
		10.30 am – 1.00 pm (2 nd session)	105.	441/1 Home Science	2 hrs. 30 mins.	
		10.30 am – 1.00 pm (2 nd session)	106.	441/1 Home Science Large print	2 hrs. 30 mins.	
		10.30 am – 1.30 pm (2 nd session)	107.	441/1 Home Science Braille	3 hrs.	
		10.30 am – 12 noon (2 nd session)	108.	442/1 Art and Design	1 hrs. 30 mins.	
		10.30 am – 12 noon (2 nd session)	109.	442/1 Art and Design Large print	1 hrs. 30 mins.	
		10.30 am – 1.00 pm (2 nd session)	110.	446/1 Building Construction	2 hrs. 30 mins.	
		10.30 am – 1.00 pm (2 nd session)	111.	446/1 Building Construction Large print	2 hrs. 30 mins.	
		10.30 am – 1.00 pm (2 nd session)	112.	448/1 Electricity	2 hrs. 30 mins	
		10.30 am – 1.00 pm (2 nd session)	113.	448/1 Electricity Large print	2 hrs. 30 mins	
		10.30 am – 1.00 pm (2 nd session)	114.	450/1 Aviation Technology	2 hrs. 30 mins.	
		2.23	FRIDAY 08/11/2013	8.00 am – 10.30 am (1 st session)	115.	232/3 Physics (Practical)
8.00 am – 10.30 am (1 st session)	116.			232/3 Physics (Practical) Large print	2 hrs. 30 mins.	
2.24	MONDAY 11/11/2013	8.00 am – 10.30 am (1 st session)	117.	311/1 History and Government	2 hrs. 30 mins.	
		8.00 am – 10.30 am (1 st session)	118.	311/1 History and Government Large print	2 hrs. 30 mins.	
		8.00 am – 11.00 am (1 st session)	119.	311/1 History and Government Braille	3 hrs.	
		11.00 am- 11.30 am	BREAK			30 mins.
		11.30 am – 1.30 pm (2 nd session)	120.	232/2 Physics	2 hrs.	
		11.30 am – 1.30 pm (2 nd session)	121.	232/2 Physics Large print	2hrs.	

ITEM	DAY(S)	PERIOD	ITEM NO.	PAPER	DURATION	
2.25	TUESDAY 12/11/2013	8.00 am – 10.30 am (1 st session)	122.	441/2 Home Science – Clothing Construction (Practical)	2 hrs. 30 mins.	
		8.00 am – 10.30 am (1 st session)	123.	441/2 Home Science – Clothing Construction (Practical) Large print	2 hrs. 30 mins.	
		8.00 am – 11.00 am (1 st session)	124.	441/2 Home Science – Clothing Const. (Pract.) Braille	3 hrs.	
		9.00 am – 12.00 noon (1 st session)	125.	442/2 Art and Design (Practical)	3 hrs.	
		9.00 am – 12.00 noon (1 st session)	126.	442/2 Art and Design (Practical) Large print	3 hrs.	
		8.00 am – 10.30 am (1 st session)	127.	448/2 Electricity (Practical)	2 hrs. 30 mins.	
		8.00 am – 10.30 am (1 st session)	128.	448/2 Electricity (Practical) Large print	2 hrs. 30 mins.	
		8.00 am – 10.30 am (1 st session)	129.	450/2 Aviation Technology (Practical)	2 hrs. 30 mins.	
		12.00 noon–12.30 pm	BREAK			30 mins.
		12.30 pm – 1.20 pm (2 nd session)	130.	511/2 Music (Aurals)	50 mins.	
2.26	WEDNESDAY 13/11/2013	8.00 am – 10.30 am (1 st session)	131.	311/2 History and Government	2 hrs. 30 mins.	
		8.00 am – 10.30 am (1 st session)	132.	311/2 History and Government Large print	2 hrs. 30 mins.	
		8.00 am – 11.00 am (1 st session)	133.	311/2 History and Government Braille	3 hrs.	
		11.00 am – 11.30 am	BREAK			30 mins.
		11.30 am – 1.00 pm (2 nd session)	134.	501/2 French (Reading Comp. and Grammar)	1 hr. 30 mins.	
		11.30 am – 1.00 pm (2 nd session)	135.	501/2 French (Reading Comp. and Grammar) Large print	1 hr. 30 mins.	
		11.30 am – 1.30 pm (2 nd session)	136.	501/2 French (Reading Comp. Grammar) Braille	2 hrs.	
		11.30 am – 2.00 pm (2 nd session)	137.	502/2 German (Grammar and Reading Comprehension)	2 hrs. 30 mins.	
		11.30 am – 2.00 pm (2 nd session)	138.	502/2 German (Grammar and Reading Comp.) Large print	2 hrs. 30 mins.	
		11.30 am – 2.00 pm (2 nd session)	139.	503/2 Arabic (Comp., Grammar and Comprehension)	2 hrs. 30 mins.	
		11.30 am – 2.00 pm (2 nd session)	140.	503/2 Arabic (Comp., Grammar and Comp.) Large print	2 hrs. 30 mins.	
		11.30 am – 1.00 pm (2 nd session)	141.	504/2 Kenyan Sign Language (Language Use)	1 hr. 30 mins.	
		11.30 am – 2.00 pm (2 nd session)	142.	511/3 Music	2 hrs. 30 mins.	
		11.30 am – 2.00 pm (2 nd session)	143.	511/3 Music Large print	2 hrs. 30 mins.	
11.30 am – 2.30 pm (2 nd session)	144.	511/3 Music Braille	3 hrs.			

ITEM	DAY(S)	PERIOD	ITEM NO.	PAPER	DURATION
2.27	THURSDAY 14/11/2013	8.00 am – 10.30 am (1 st session)	145.	565/2 Business Studies	2 hrs. 30 mins
		8.00 am – 10.30 am (1 st session)	146.	565/2 Business Studies Large print	2 hrs. 30 mins
		8.00 am – 11.00 am (1 st session)	147.	565/2 Business Studies Braille	3 hrs.
		11.00 am – 11.30 am		BREAK	30 mins
		11.30 am – 2.00 pm (2 nd Session)	148.	444/1 Woodwork	2 hrs. 30 mins.
		11.30 am – 2.00 pm (2 nd Session)	149.	444/1 Woodwork Large print	2 hrs. 30 mins.
		11.30 am – 2.00 pm (2 nd Session)	150.	445/1 Metalwork	2 hrs. 30 mins.
		11.30 am – 2.00 pm (2 nd Session)	151.	445/1 Metalwork Large print	2 hrs. 30 mins.
		11.30 am – 2.00 pm (2 nd Session)	152.	447/1 Power Mechanics	2 hrs. 30 mins.
		11.30 am – 2.00 pm (2 nd Session)	153.	447/1 Power Mechanics Large print	2 hrs. 30 mins.
		11.30 am – 2.00 pm (2 nd session)	154.	449/1 Drawing and Design	2 hrs. 30 mins.
		11.30 am – 2.00 pm (2 nd session)	155.	449/1 Drawing and Design Large print	2 hrs. 30 mins.
		11.30 am – 2.00 pm (2 nd session)	156.	451/1 Computer Studies	2 hrs. 30 mins.
		11.30 am – 2.00 pm (2 nd session)	157.	451/1 Computer Studies Large print	2 hrs. 30 mins.
2.28	FRIDAY 15/11/2013	8.00 am– 10.30 am (1 st Session)	158.	313/2 Christian Religious Education	2 hrs. 30 mins.
		8.00 am– 10.30 am (1 st Session)	159.	313/2 Christian Religious Education Large print	2 hrs. 30 mins.
		8.00 am– 11.00 am (1 st Session)	160.	313/2 Christian Religious Education Braille	3 hrs.
		8.00 am– 10.30 am (1 st Session)	161.	314/2 Islamic Religious Education	2 hrs. 30 mins.
		8.00 am– 10.30 am (1 st Session)	162.	314/2 Islamic Religious Education Large print	2 hrs. 30 mins.
		8.00 am– 11.00 am (1 st Session)	163.	314/2 Islamic Religious Education Braille	3 hrs.
		8.00 am– 10.30 am (1 st Session)	164.	315/2 Hindu Religious Education	2 hrs. 30 mins.
		8.00 am– 10.30 am (1 st Session)	165.	315/2 Hindu Religious Education Large print	2 hrs. 30 mins.
		8.00 am– 11.00 am (1 st Session)	166.	315/2 Hindu Religious Education Braille	3 hrs.

3.0 INSTRUCTIONS AND GUIDELINES TO TEACHERS AND CANDIDATES

3.1 **TEACHERS** are advised to ensure that the candidates read these instructions and guidelines carefully and adhere to them. The candidates should be made aware of the penalties for examination irregularities or misconduct.

3.2 INSTRUCTIONS TO CANDIDATES

- 3.2.1 Avail yourself for frisking outside the examination room and be seated at your desk/table **15 minutes** before the time fixed for the examination in the various papers. The first session will start at **8.00 a.m.** followed by the second session as indicated on the timetable.
- 3.2.2 A candidate who arrives late will be required to give a satisfactory reason to the Supervisor. Only in exceptional circumstances will a paper be given to any candidate who is more than **half an hour** late. Absolute punctuality is essential for all papers.
- 3.2.3 Check the question paper you have been given to confirm that it is the paper you registered for.
- 3.2.4 If an examination paper for which you are not registered is handed to you, or if the questions indicate that a map or other material should also have been provided, inform the Supervisor at once.
- 3.2.5 Attend carefully to any general instructions that may be given on the first page of a paper, e.g. instructions limiting the number of questions that should be answered.
- 3.2.6 Check to ensure that each page of your question paper is printed.
- 3.2.7 Write your name and your index number on the answer booklet.
- 3.2.8 Write on both sides of the paper, but do not use the margins. Begin the answer to each separate part of a question on a fresh line.
- 3.2.9 Write the number of the question clearly in the left-hand margin at the beginning of each answer. Do not copy the question. Be careful to use the same system of numbering as appears in the question paper. Leave a blank line after the answer to each question.
- 3.2.10 Write your responses in **black or blue** ink. You may use fountain pen or ball point pen. Pencils should only be used for diagrams. Bring mathematical and drawing instruments for subjects for which they will be needed.
- 3.2.11 Read each question carefully. A lot of time may be wasted in writing down information that is not asked for and no marks will be given for it.
- 3.2.12 Do not spend too much time on one or two questions. Leave yourself adequate time to answer other questions.
- 3.2.13 As soon as notice is given to stop, make sure your name and index number is written on the answer booklet and then hand it over to the supervisor/ invigilator.
- 3.2.14 Withdrawal from the examination should have been notified to the KNEC before **15th May 2013**.

3.3 CAUTION TO THE CANDIDATES

- 3.3.1 You are not allowed to leave the examination room before the end of the period allocated to the paper except with special permission from the Supervisor. **NO CANDIDATE SO PERMITTED TO LEAVE MAY TAKE A QUESTION PAPER OR ANSWER BOOKLET OUT OF THE EXAMINATION ROOM.**
- 3.3.2 Do not leave a sheet of paper you have written on or your answers in such a position that another candidate can read them. You should not give or obtain unfair assistance, or attempt to do so, whether by copying or in any other way, and your work should not show proof of such unfair assistance.
- 3.3.3 No communication whatsoever in whatever manner between candidates or with outsiders is allowed during the examination.
- 3.3.4 You are not allowed to have in your possession or in your proximity while in the examination room, any book, notes, papers or any other materials whatsoever except the correct question papers and any materials expressly authorized by the Kenya National Examinations Council.
- 3.3.5 You may only use mathematical tables printed by the Kenya National Examinations Council, and these should not contain any additional notes except the printed information. If you are using a calculator as permitted by the Regulations, it should be the specified non programmable calculator. If in doubt, check with the Supervisor.
- 3.3.6 You must return immediately to the Supervisor any question paper that has smudges, errors or is badly printed.
- 3.3.7 You must not take any used or unused writing paper out of the examination room. Any rough work must be done on the official answer booklet and, if not to be submitted with the answers, must be left on the desk to be collected by the Supervisor and destroyed.
- 3.3.8 Any misconduct or causing of disturbance in or near the examination room will be treated as an examination irregularity.
- 3.3.9 For practical papers to be taken in shifts, all candidates taking the examination must avail themselves for confinement. Any candidate who does not present him/herself for confinement will have committed an examination irregularity.
- 3.3.10 Note that cell phones or any other electronic communication device are prohibited in examination centres. Any candidate caught in possession of a cell phone/any other electronic communication device will have his/her results cancelled.

3.3 PENALTY FOR EXAMINATION IRREGULARITIES

- 3.4.1 The **KNEC Act 2012** rules and regulations, offences and penalties stated in **sections 27 to 40** for cases of examination irregularities will apply. Some of the highlights in these sections state that:
 - 3.4.1.1 A candidate who commits an examination irregularity in any paper will have the results for the **WHOLE SUBJECT** cancelled. Such a candidate will not be entitled to a result and will be awarded result "Y" overall.
 - 3.4.1.2 If there is evidence of wide-spread irregularities in any examination centre, the examination results for the whole centre will be cancelled.
 - 3.4.1.3 **Any person who:-**
 - a) gains access to examination material and knowingly reveals the contents, whether orally or in writing, to an unauthorized party, whether a candidate or not, will be in violation of **section 27** of the **Act** and the penalty will be imprisonment for a term not exceeding **ten years**, or a fine not exceeding **two million shillings** or both;
 - b) willfully and maliciously damages examination material will be in violation of **section 30** and the penalty will be imprisonment for a term not exceeding **two years** or a fine not exceeding **five million shillings** or both;
 - c) is not registered to take a KNEC examination but, with intent to **impersonate**, presents or attempts to present himself to take the part of an enrolled candidate, shall be guilty of an offence and liable to imprisonment for a term not exceeding **one year** or a fine not exceeding **two million shillings** or both and shall be prohibited from taking an examination conducted by or on behalf of the Council for a period of **three years**.
- 3.4.4 Please ensure that you do not commit any examination irregularity to avoid having your results cancelled.

COUNCIL SECRETARY/CHIEF EXECUTIVE