



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

KNEC/GEN/EA/EMS/REG/KPSEA&KILEA/2026/01

11th February, 2026

**To: i) All Sub-County Directors of Education
ii) All Heads of Institutions presenting learners for the 2026 KPSEA and KILEA**

SUBJECT: REGISTRATION OF CANDIDATES FOR THE 2026 KENYA PRIMARY SCHOOL EDUCATION AND KENYA INTERMEDIATE LEVEL EDUCATION ASSESSMENTS

Registration of learners wishing to sit the 2026 Kenya Primary School Education Assessment (KPSEA) and Kenya Intermediate Level Education Assessment (KILEA) is scheduled to commence on **16th February, 2026** and end on **16th March, 2026**. The process will be undertaken in adherence to the laid down regulations on conduct of KNEC Assessments/examinations as stipulated in the '*KNEC Rules and Regulations (2015)*' and the '*User Guide for Management and Administration of KPSEA; KILEA; KJSEA and KPLEA (2025 Edition)*' which can be accessed from the KNEC website (cba.knec.ac.ke). In this regard, the Kenya National Examinations Council (KNEC) wishes to bring the following information to your attention:

1.0 Registration of learners for the Kenya Primary School Education Assessment (KPSEA)

Heads of Institutions (HoIs) presenting candidates for the 2026 KPSEA are expected to ensure adherence to the following:

- 1.1 All learners who are in Grade 6 will be registered **afresh** for the assessment, through the **KPSEA Registration portal** which shall be accessible between **16th February to 16th March 2026**;
- 1.2 Candidates presented for the assessment must be the eligible learners in the respective institutions presenting them and will be registered using the Assessment number issued to them in Grade 3;
- 1.3 Learners without assessment numbers will not be able to register for KPSEA, since the assessment number will be mandatory.
- 1.4 Eligible KPSEA candidates **without assessment numbers** must be registered in the **Grade 6 portal** first, to be assigned an *Assessment Number*. Upon successful assignment of the *Assessment Number* in the Grade 6 portal, the Head of Institution will be enabled to register the candidates.

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; **Website:** www.knec.ac.ke

- 1.5 Any errors of candidates' biodata **must** be corrected during registration (where applicable), to ensure accuracy of the data submitted, including the following:
 - 1.5.1 Correct spelling and order of learners' names as documented in their Birth Certificates;
 - 1.5.2 Gender;
 - 1.5.3 Year of birth;
 - 1.5.4 Citizenship;
 - 1.5.5 Religious Education option registered for; and
 - 1.5.6 Category of special needs and disabilities (where applicable), indicated as follows:
 - i) Visual Impairment – VI (for blind candidates who require Braille - **B**);
 - ii) Low Vision - LV (for candidates who require Large Print papers - **LV**);
 - iii) Hearing Impairment – HI (Deaf - **KSL**);
 - iv) Physical Impairment - PH; and
 - v) Intellectual Disability - ID.
- 1.6 Details for candidates with special needs must be accurately captured and the accompanying Form for such candidates (which is available in the KNEC website) is duly filled, together with accompanying medical reports/evidence of the disability. The documentation which must be submitted together with registration documents include:
 - 1.6.1 a recent and detailed medical report from a recognized medical doctor/practitioner;
 - 1.6.2 an Assessment Report from the Sub-county Special Needs office (EARC);
 - 1.6.3 a full size coloured photograph for candidates with physical disabilities;
 - 1.6.4 a report from the Head of Institution on any special interventions required for fair administration of the examination.
- 1.7 Heads of institutions must confirm from their school portals that the School Based Assessment (SBA) scores for Grades 4 and 5 are uploaded, for all candidates registered for KPSEA.
- 1.8 Any requests for transfer at Grade 6 must be done **online** to avoid double registration of candidates. Transfer of candidates will not be allowed after the closure of the registration portal on **16th March, 2026**.
- 1.9 Registration of **ghost** candidates constitutes an assessment malpractice, which attracts sanctions, including de-registration of the schools as a KNEC assessment centre.
- 1.10 Parents/guardians' details (names and mobile numbers) will be captured online, for use to confirm registration of candidates and accuracy of the data at the end of the registration period.

2.0 Registration of learners in the Stage-Based pathway

Identification of learners following the stage-based pathway who are to be registered for KILEA shall be guided by the teachers handling the learners, upon confirmation of the learners' readiness to sit for the Assessment. The institutions will register the learners through the **KILEA** Registration portal (***cba.knec.ac.ke***).

3.0 Payment of Assessment Fees

- 3.1 The Government of Kenya through the Ministry of Education (MOE) shall pay assessment fees for all candidates in public and private schools except for those who are not Kenya Citizens.
- 3.2 The fees payable for non-citizens sitting for KPSEA or KILEA is **Kes. 750.00** and shall be borne by the candidate. The fees shall be paid directly to KNEC through E-citizen platform and it is **mandatory** for successful registration.

4.0 Registration of new Assessment centres

- 4.1 All applications from new institutions wishing to be considered as KNEC Assessment centres **must** have been submitted to KNEC through the respective SCDEs' offices before end of 2025. Assessment Centres to be considered for inspection by KNEC are those that submitted the following documents to KNEC at the time of application:
 - 4.1.1 A certified copy of a valid Registration Certificate from the County Education Board (CEB); (expired certificates will not be accepted);
 - 4.1.2 A certified Inspection questionnaire from the SCDE's office, duly filled;
 - 4.1.3 A certified Inspection Report from the Public Health and Sanitation Department, duly filled;
 - 4.1.4 An Application Form, duly filled by the school;
 - 4.1.5 Evidence of payment through e-citizen of Assessment Centre Registration fees of **Kes. 5,000.00** for public schools and **Kes. 15,000.00** for private schools.
- 4.2 KNEC will conclude the process of inspection and approval/non-approval of new Assessment centres by **27th February, 2026** and communicate to the institutions through the SCDEs' offices. Centres that will not have been approved by this date will be expected to liaise with their respective SCDEs for identification of approved Assessment centres to register their candidates.
- 4.3 Prospective/new Assessment centres will not be able to access the KNEC registration portal until their request has been approved by KNEC.

5.0 Hosting of candidates and Assessment centres

The following guidelines shall apply for institutions presenting KPSEA/KILEA candidates:

- 5.1 Schools with **less than ten (10) candidates** will **not** be allowed to register candidates for the 2026 KPSEA as independent Assessment Centres. Such schools are advised to liaise with their respective Sub-County Directors of Education (SCDEs) to identify an approved KNEC Assessment Centre with **more than ten (10) candidates** for registration of their learners.
- 5.2 Assessment centres with **less than thirty (30) candidates** shall be hosted in approved centres to be identified by the SCDEs, in line with the guidelines provided by KNEC on the same.
- 5.3 Schools for learners with special needs and Government correctional facilities are exempted from the conditions given in 5.1 and 5.2.
- 5.4 KNEC reserves the right to deregister and/or place an Assessment Centre and its candidates in another centre if deemed necessary, as provided for in the *KNEC Rules and Regulations (2015)*.

6.0 Coding of New Sub-Counties and Distribution Centres

- 6.1 Newly created sub-counties requesting for coding of their sub-counties and re-coding of the Assessment centres within their jurisdiction are expected to submit the following documents to KNEC:
 - 6.1.1 A copy of the Kenya Gazette notice legalizing creation of the Sub-county;
 - 6.1.2 List of schools within the new sub-county, indicating their previous codes and the proposed new codes;
 - 6.1.3 Location of their Distribution Centre (Container); and
 - 6.1.4 Details of the Deputy County Commissioner's (DCC) or Assistant County Commissioner's (ACC) offices.
- 6.2 It is the responsibility of Heads of Institutions to **confirm** the accuracy of **their Collection points (Distribution Centres/containers)** as indicated in the nominal rolls, where they will be collecting their assessment materials from. Any discrepancies/changes should be communicated to KNEC through the SCDEs.

7.0 Access to Institutions' online portals

- 7.1 All SCDEs and heads of institutions will log into the **cba portal** using their usernames and passwords. Upon login they will be required to validate their contacts that will be used to **enhance the two-factor authentication**. Any time the Heads of Institution (HoI) logs in to the CBA portal a one time password (OTP) will be generated and will be used to complete the process.
- 7.2 The Heads of institutions shall be responsible for the **use and security of the Passwords and OTP** issued by KNEC for access to their portals. It is important to note that:
 - 7.2.1 Passwords/ OTPs are confidential and are intended for use by the designated user. Heads of institutions are therefore responsible for the security, custody and access of the passwords/ OTPs for their institutions;
 - 7.2.2 Heads of institutions must safeguard their passwords/ OTPs to restrict access to the school's registration and assessment related data by unauthorized persons;
 - 7.2.3 In case of loss or forgotten password, the head of institution should send an email to KNEC (**kpsea@kneec.ac.ke**) requesting for assistance by KNEC or contact the SCDE;
 - 7.2.4 All new Assessment Centres (once approved and uploaded onto the CBA portal) shall access the registration platform by keying in their Centre Code as the Username and password. Thereafter, heads of institutions are advised to change the password from the Centre Number to a password of their choice to maintain confidentiality.

8.0 Handling of the registration data

- 8.1 In line with the provisions of Sections 25, 26 and 29 of the Data Protection Act of 2019, all Centre Managers are requested to:
 - 8.1.1 ensure that parents/guardians of the KPSEA candidates consent to the collection of personal data of their learners;

8.1.2 inform them that the data collected will be solely used for the purpose of conducting the Assessment and that KNEC will adhere to all the regulations and requirements for data protection.

8.2 The candidates will sign the Nominal after confirming accuracy of their details.

9.0 Examination registration related sanctions and penalties

- 9.1 Centre Managers shall be held solely responsible for the **accuracy** and **timeliness** of submission of registration data for their candidates.
- 9.2 The KNEC Registration portal shall be closed on **16th March, 2026** and any request for late registration received after closure of the portal will attract a penalty.
- 9.3 Parents/guardians and candidates **MUST** therefore confirm the accuracy of candidates' registration. Candidates **MUST** confirm the subjects they are registered for, before signing the Nominal rolls. KNEC will also provide an SMS service for parents/guardians to confirm the registration data with their candidates in April, 2026.
- 9.4 No requests for amendment of the registration data will be honoured after **22nd May, 2026**.

This is to request that the contents of this circular be brought to the attention of **ALL** the relevant stakeholders, including parents and candidates.



Dr. David Njengere, MBS
CHIEF EXECUTIVE OFFICER

cc:

1. **The Principal Secretary**
State Department for Basic Education,
Ministry of Education,
P.O. Box 30040 – 00100
NAIROBI
2. **The Chief Executive Officer,**
Teachers Service Commission
Private Bag
NAIROBI
3. **All Regional Directors of Education**
4. **All County Directors of Education**
5. **All TSC Regional Directors**
6. **All TSC County Directors**
7. **All TSC Sub-County Directors**



THE KENYA NATIONAL EXAMINATIONS COUNCIL

REF: KNEC/GEN/EA/EMS/KPSEA/REG/004/2026/REV 7.1

2026 KPSEA REGISTRATION RETURN ENVELOPE

County Name & Code: _____

Sub County name & Code: _____

School Code No: _____

NAME OF SCHOOL: _____

POSTAL ADDRESS: _____

PHYSICAL ADDRESS: _____

SCHOOL TELEPHONE NO: _____

EMAIL ADDRESS: _____

HEAD OF INSTITUTION'S MOBILE PHONE NO: _____

NUMBER OF CANDIDATES UPLOADED ON THE KNEC WEBSITE IN YEAR 2026

NAME OF THE HEAD TEACHER: _____

SIGNATURE: _____

DATE: _____

NUMBER OF CANDIDATES EXPECTED TO SIT FOR KPSEA IN YEAR 2026

DECLARATION BY SUB COUNTY DIRECTOR OF EDUCATION

I certify that the entries as they appear in the KNEC website are correct and in accordance with the examination rules and regulations.

NAME: _____ SIGNATURE: _____

DATE: _____ OFFICIAL STAMP:



THE KENYA NATIONAL EXAMINATIONS COUNCIL

Ref: KNEC/EA/EMS/ KPSEA/REG/001/2026/REV 1.2

2026 KPSEA ENTRIES

To be completed in Triplicate: ORIGINAL TO BE RETURNED TO KNEC TOGETHER WITH ENTRIES, DUPLICATE TO BE RETAINED BY THE SUB COUNTY DIRECTOR OF EDUCATION AND TRIPLICATE TO REMAIN AT SCHOOL

DECLARATION BY THE SCHOOL HEADTEACHER
FILL IN THE BLANKS

1. I declare that I have:

- (i). Presented all candidates who have been learning in this school are eligible for registration.
- (ii). Checked and confirmed that candidates' names are correct and not duplicated.
- (iii). Verified and confirmed that all candidates have assessment numbers.
- (iv). Checked and confirmed that the subject entries for candidates with special needs and Religious Education options are correctly captured.

I also declare that I will not present any other candidate(s) for this year's assessment. The following is the summary of my entries:

- (i). CRE-----
- (ii). IRE-----
- (iii). HRE-----
- (iv). Kenya Sign Language (KSL) -----
- TOTAL-----

2. I have attached this declaration form for my school and presented the same to the Sub County Director of Education for onward transmission to the Kenya National Examinations Council.

NAME OF HEAD OF INSTITUTION: ----- SIGNATURE: -----

NAME OF SCHOOL: -----SCHOOL CODE: -----

DATE: ----- Mobile No: -----

OFFICIAL STAMP:





KENYA NATIONAL EXAMINATIONS COUNCIL

SNE FORM A

REF: KNEC/EA/EMS/KPSEA/REG/SN/002/2026/REV /1.2

2026 KPSEA CANDIDATES WITH SPECIAL NEEDS

*(This form must be completed in triplicate and sent to KNEC together with the registration documents)
Original – KNEC, Duplicate- School and Triplicate - Sub County Director of Education*

EXAMINATION CENTRE CODE: _____

EXAMINATION CENTRE NAME: _____

ASSESSMENT NO.	NAME OF CANDIDATE(S)	VISUALLY IMPAIRED			OTHER IMPAIRMENTS			RELIGIOUS EDUC OPTION			ASSISTANCE REQUIRED/ (PUT, YES OR NO)	
		BLIND (BRAILLE)	LOW VISION (LARGE PRINT)	KISW	KENYA SIGN LANGUAGE	PHYSICAL	MENTAL	MULTIPLE IMPAIRMENT	CRE	IRE		HRE

NOTE:

- i) Please ensure that all registration details for these candidates are included in the entry documentation e.g. uploaded on the KNEC Website clearly showing their optional subjects.
- ii) The Council will rely on the reports written by both the **Head teachers and Medical Doctors** to determine the kind of assistance the candidates will be accorded during the examination. It is imperative that the Head teachers submit all the reports mentioned herein on all candidates with Special Needs indicating the kind of assistance the candidates should be accorded during the examination.
- iii) For the mentally and physically impaired candidates and those who suffer psychomotor disorders the Head teacher must write a letter on the same which **MUST** be accompanied by a recent detailed medical report, a full-size photograph for physical disability, and a recent EARC officer's report on the nature of each candidate's disability. Candidates whose medical reports are not received **WILL NOT** be considered for any assistance during the assessment.
- iv) Candidates with **Low Vision** must also submit a recent medical report from qualified and certified medical doctor.
- v) If the school does not have any candidates in this category the Head teacher must write Nil and return the form to the council together with the registration materials.

Name of headteacher: _____ Mobile Number: _____ Signature: _____

Date: _____ Official Stamp: _____