



THE KENYA NATIONAL EXAMINATIONS COUNCIL

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



KNEC is ISO 9001:2015 Certified

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

REF: KNEC/GEN/EA/B&T/CIRC/19/07

25th April 2019

To: i) All County Directors of Education
ii) Sub-County Education Officers
iii) Heads of Institutions Offering Business & Technical Examinations

RE: JULY 2018 BUSINESS & TECHNICAL EXAMINATIONS CERTIFICATES

The **July 2018** Post Schools Business and Technical examinations certificates have been processed and are ready for collection. Please note that:

1. Queries on certificates must be made through the Heads of Institutions for institutional candidates and must reach the Kenya National Examinations Council (KNEC) within **sixty (60)** days after release.
2. All candidates raising any examinations certificate query should attach:
 - 2.1 copies of all results slips; and
 - 2.2 copy of dispatch checklist
3. Seeking a certificate for a modular course for which one was exempted from **Module 1** on the basis/strength of certificate achieved earlier on draws, payment of **full examination fees for the module exempted**. A copy of this initial certificate **must** also be attached.

Please note that raising a certificate query sixty days **after** the release of the certificates draws a penalty fee of **KShs. 5000.00**.

VITALIS OGUTU
FOR: Ag. **CHIEF EXECUTIVE OFFICER**