



THE KENYA NATIONAL EXAMINATIONS COUNCIL

"Transforming Lives Through Quality Assessment and Credible Certification"



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

KNEC is ISO 9001:2015 Certified

REF: KNEC/GEN/TD/CIR/CBA/2023/002

17th April 2023

To: All (i) Sub County Directors of Education
(ii) Heads of Primary Schools
(iii) Heads of Special Primary Schools

RE: ADMINISTRATION OF THE YEAR 2023 COMPETENCY BASED ASSESSMENTS

- 1.0** The Kenya National Examinations Council will upload on the KNEC CBA Portal the following:
- 1.1 Kenya Early Years Assessment (KEYA) tools for Grades 3 and Kenya Foundation Level Education Assessment (KFLEA) for learners with special needs and disabilities.
 - 1.2 School Based Assessment tools for Grades 4 & 5.
- 2.0** To access the assessment portal, Headteachers are required to login onto the CBA portal: <https://cba.knec.ac.ke>. Any school that will have password challenges should contact their respective Sub-county Director of Education for resetting of the password.
- 3.0** Schools will be expected to administer the assessment tools, score and upload the assessment outcomes of all learners on the CBA portal.
- 4.0** The assessment tools will be provided in **two formats: PDF format and digital format** through the CBA portal <https://cba.knec.ac.ke> as follows:
- 4.1 PDF Format**
 - 4.1.1** Schools will be required to log in **using the school credentials. (Username and password).**
 - 4.1.2** **Schools will access the tools** in PDF format and download.
 - 4.1.3** The tools will then be given to learners in either print format, projected on the screen or written on the board.
 - 4.1.4** Depending on the format adopted, learners may write their responses on the question paper or on the provided writing materials provided by the school.

4.2 Digital format

4.2.1 To access the tools in this format, *individual learners will be required to log onto the portal using their respective assessment numbers.*

4.2.2 **Upon logging in, learners will access the tools directly** via digital devices such as the Digital Learning Programme (DLP) tablets available in schools.

4.2.3 Learners will be expected to give their responses on writing materials provided by the school.

5.0 The two formats of assessment tools will be displayed on the CBA portal dashboard using different buttons. *Schools are encouraged to allow learners access the tools directly using the DLPs or any other available digital devices such as desktop computers and laptops.* This will help schools save on printing cost. Those who may have challenges with the direct access may opt for the pdf format.

6.0 SBA tools for Foundation Level will be accessed on PDF format by their teachers.

7.0 Teachers will assess the learners as they undertake the performance-based tasks and score using the guidelines provided in the tool.

8.0 A detailed **user manual** describing step by step on how to access the tools, instructions, scoring guides and how to upload learners' scores is available on the CBA portal.

9.0 The assessment tools with coloured images should be printed in colour or loaded on the digital devices available in the school. The learners should answer the questions using separate answer sheets provided by the school. In schools where the digital devices are inadequate, the assessments can be done in shifts.

10.0 Headteachers are requested to keep all records and evidence generated from the assessments.

11.0 The materials required for the assessments should be obtained from the immediate school environment or improvised as much as possible.

12.0 The tools will be accessed as shown below:

		Tools	Date to be accessed	Last Date to Upload scores
12.1	Grade 3 and Foundation Level	Integrated Learning Assessment i) Regular Learners ii) Hearing Impairment iii) Visually Impairment iv) Physical Disabilities v) SNE Foundation Level	5 th June 2023	11 th August 2023
12.2	Grade 4 Grade 5 <i>(Subjects with Project, Practical & Performance Tasks)</i>	i) Agriculture ii) Art and Craft iii) Music iv) Science & Technology v) Social Studies vi) Home Science vii) PHE	10 th July 2023	11 th August 2023
12.4	Grade 3 <i>Written tests</i>	Mathematics and English Activities i) Regular Learners ii) Hearing Impairment iii) Visually Impairment iv) Physical Disabilities	2 nd October 2023	26 th October 2023
12.5	SNE Foundation Level	i) Activities of Daily Living ii) Communication, Social and Pre-Literacy Skills	2 nd October 2023	26 th October 2023
12.6	Grade 4 and Grade 5 <i>(Written tests)</i>	i) Mathematics ii) English iii) Kiswahili iv) Kenyan Sign Language v) Science & Technology vi) PHE vii) Agriculture viii) Home Science ix) Social Studies x) Art and Craft xi) Religious Education (CRE/IRE/HRE)	2 nd October 2023	26 th October 2023

This information is to enable you to prepare and plan adequately.



Dr. David Njengere, MBS

CHIEF EXECUTIVE OFFICER

cc: Director, Quality Assurance and Standards, MOE
All Regional Directors of Education
All County Directors of Education