



SUPPLIES PRACTITIONERS' MANAGEMENT ACT
(Cap. 537)

**SUPPLIES PRACTITIONERS' MANAGEMENT (EXAMINATION) REGULATIONS
2025**

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SUPPLIES PRACTITIONERS MANAGEMENT ACT
(*Cap. 537*)

IN EXERCISE of the powers conferred by section 36 (d) (e) and (g) of the Supplies Practitioners Management Act, *Cap. 537*, the Cabinet Secretary for the National Treasury and Economic Planning, in consultation with the Council, makes the following Regulations—

**SUPPLIES PRACTITIONERS MANAGEMENT (EXAMINATION) REGULATIONS
2025**

PART I — PRELIMINARY PROVISIONS

Citation	1. These Regulations may be cited as the Supplies Practitioners Management (Examination) Regulations 2025.
Interpretation	2. In these Regulations—
<i>Cap. 537</i>	<p>“Act” means the Supplies Practitioners Management Act;</p> <p>“accreditation” means the recognition of an institution as qualified to offer training, in courses examinable by the Examinations Board;</p> <p>“agent” means a person, not being a member of staff of the Examinations Board, appointed by the Examinations Board to facilitate the administration of examinations and includes an area co-ordinator, invigilator and examination centre co-ordinator;</p> <p>“area co-ordinator” means a person appointed by the Examinations Board to manage an examination at the sub-county level;</p> <p>“Cabinet Secretary” means the Cabinet Secretary for the time responsible for matters responsible for Finance;</p> <p>“candidate” means a natural person registered by the Examinations Board to undertake an examination;</p> <p>“chief invigilator” means a person appointed by the Examinations Board to manage an examination at an examinations centre;</p> <p>“examination” means an assessment of a candidate’s knowledge or skills in supply chain management administered by the Examinations Board, and includes professional examinations;</p> <p>“Examinations Board” means the Kenya Institute of Supplies Examination Board established pursuant to section 12(1) of the Act;</p>

“industry-based learning” means a form of learning undertaken by a candidate, in a supply chain management related environment, to equip the candidate with the relevant professional experience in supply chain management and may include industrial attachment, internship, apprenticeship, co-operative education, mentorship programme, capstone, industry-linked projects, and virtual or simulated workplace engagements;

“Institute” means the Kenya Institute of Supplies Management established under section 3 of the Act; and

“member of the Institute” means a member of the Institute registered pursuant to section 16 of the Act;

“minor review” in curriculum development refers to changes made to a course or program that are not substantial and do not significantly alter the overall structure or learning outcomes. These changes are often focused on improving existing elements without fundamentally reshaping the curriculum.

“online examination” means an assessment conducted by the Examination Board through the internet or a computer-aided facility;

“professional certification” means the recognition of a candidate by the Examinations Board, as proficient in supply chain management and eligible for registration as a member of the Institute;

“professional examination” means the assessment of a candidate’s proficiency in supply chain management, administered by the Examinations Board, to persons seeking registration as members of the Institute; and

“Recognition of Prior Learning” means the identification, assessment and certification of a person’s competence in supply chain management, regardless of how, when and where the competence was acquired, against a prescribed standard.

Purpose

3. The purpose of these Regulations is to—

- (a) prescribe the procedure for certification of persons seeking registration as members of the Institute;
- (b) establish a mechanism for regulation of syllabuses of instruction for professional supplies certification;
- (c) set the conditions of admission to examinations administered by the Examinations Board;
- (d) regulate the conduct of candidates and agents of the Examinations Board in the administration of the examinations; and
- (e) set the fees payable in respect of matters related to certification of persons seeking registration under the Act.

Application.

4. These Regulations apply to —

- (a) a person seeking certification for purposes of registration as a member of the Institute;

- (b) an institution offering training in subjects examinable by the Examinations Board;
- (c) a person publishing material for preparation of a candidate seeking professional certification;
- (d) the Examinations Board, in the preparation and administration of professional examination to a person seeking registration as a member of the Institute, and any other examination.

PART II— DEVELOPMENT AND REGULATION OF SYLLABUSES FOR PROFESSIONAL CERTIFICATION IN SUPPLY CHAIN MANAGEMENT

Development of
syllabuses

5. Pursuant to section 13(a) of the Act, the Examinations Board shall, develop the syllabuses for certification of professionals in supply chain management, in consultation with the Council and other relevant stakeholders.

Review of
syllabuses

6. (1) The Examinations Board shall undertake a major review of the syllabuses after every five years.

(2) Despite sub-regulation (1), the Examinations may undertake a minor review of the syllabuses, as the Examinations Board may determine.

(3) For purposes of this regulation a review of the syllabus is major where the review affects overall program structure, learning outcomes, or the total number of credits required, and minor where the review focuses on specific aspects of a course or program, such as course content, teaching methods, assessment strategies, or the weighting of elective courses.

(4) On completion of a review under sub-regulation (2) the Examinations Board shall—

- (a) prepare protocols to guide the transition from the old syllabuses to the new syllabuses; and
- (b) publicise the revised syllabuses and protocols in a manner accessible to the public.

Accreditation of
training institutions

7. An institution seeking to offer training on courses examinable by the Board shall apply to the Examinations Board, for accreditation

Criteria for
accreditation

8. An institution qualifies for accreditation where —
 - (a) the institution is registered as a training institution in line with the relevant laws;
 - (b) the institution is duly licensed in line with the applicable laws;
 - (c) the programmes of instruction and courses of study to be offered by the institution are aligned to the syllabuses developed by the Examinations Board pursuant to section 13(a) of the Act;
 - (d) the institution has in its employ, a requisite number of trainers who—

- (i) hold the relevant academic qualifications related to the subject, level or part of the examination in which the trainer provides training;
- (ii) are registered members of the relevant professional bodies governing their field of specialisation, in good standing; and
- (iii) possess the relevant qualifications in pedagogy and andragogy; and

(e) the institution has suitable infrastructure to conduct training.

Application for accreditation

9. (1) An institution that meets the criteria for accreditation under regulation 8 may apply to Examinations Board, for accreditation in the manner set out in Form 1 in the First Schedule.

(2) An application for accreditation shall be accompanied by—

- (a) a copy of the registration certificate and licences issued by the relevant authority;
- (b) a statement on the —
 - (i) governance and management structure of the institution;
 - (ii) aims and objectives for which the institution is established;
 - (iii) number, qualifications and competence of trainers;
 - (iv) fees to be charged by the institution in respect of the courses offered; and
 - (v) layout designs and specifications infrastructure and equipment available in the institution;
- (c) programmes of instruction and courses of study to be offered; and
- (d) the application for accreditation fee set out in the second Schedule

Consideration of an application

10. (1) The Examinations Board shall consider an application for accreditation submitted under this regulation, within twenty-one days from the date of the application.

(2) In considering an application for accreditation, the Examinations Board may—

- (a) inspect the training institutions to verify that the institution has the requisite infrastructure, facilities and equipment to conduct training;
- (b) consult relevant agencies; and
- (c) prepare a report of the Examination Board's findings on the suitability of the applicant.

(3) Where the Examination Board is satisfied that an applicant meets the criteria for accreditation set out under regulation 8, the Examinations Board shall issue a certificate of accreditation to the applicant, upon payment of the accreditation fees specified in the Second Schedule.

(4) Where the Examinations Board finds that the applicant meets the criteria for the accreditation set out under regulation 8(a) (b) (c) and (d), but is not fully compliant with the requirements of regulations 8(e) the Examinations

Board may issue the applicant with provisional accreditation for a period not exceeding twelve months, subject to payment of the provisional accreditation fee set out in the second schedule.

Accreditation period **11.** (1) An accreditation certificate issued under sub- regulation 10(3) shall be valid for a period of five years from the date of issuance.

(2) A training institution issued with a provisional accreditation certificate shall apply for full accreditation at least three months before the expiry of the provisional accreditation certificate.

Renewal of registration **12.** (1) An institution accredited pursuant to regulation 10(3) may apply for a renewal of accreditation, at least six months before expiry of the accreditation certificate.

(2) An application for renewal of accreditation shall be in the manner set out in Form 1 in the First Schedule and accompanied by the accreditation renewal fees set out in the Second Schedule.

(3) The procedure outlined under regulation 8 shall apply to the consideration of an application for renewal of the accreditation certificate.

Register of accredited institutions **13.** (1) The Examinations Board shall maintain a register of the institutions accredited pursuant to these regulations.

(2) The Examinations Board shall publicise the register of accredited institutions in a manner available to the public.

Inspection of accredited institutions **14.** (1) The Examinations Board shall inspect an institution accredited under these regulations after every five years, to assess the institution's compliance with the conditions of accreditation requirements.

(2) Despite sub-regulation (1), the Examinations Board may inspect an accredited institution, at such other time, as the Examinations Board considers necessary.

(3) The Examinations Board may designate such number of inspectors as the Examinations Board considers necessary for conducting the inspection.

(3) In undertaking an inspection, under this regulation, the Examinations Board shall have the power to—

- (a) enter the premise where the accredited institution conducts training;
- (b) examine the premise, including the facilities in the premise;
- (c) call for any document or record that is necessary for purposes of the inspection; and

- (d) retain copies of any document that is relevant to the inspection.
- (3) The Examinations Board shall, on conclusion of an inspection—
 - (a) prepare a report on its findings within seven days of the inspection; and
 - (b) submit a copy of the inspection report to the training institution where the inspection was conducted.
- (5) Where, upon inspection, the Examinations Board finds that an accredited institution is not compliant with the criteria for accreditation set out under these regulations, the Examinations Board may—
 - (a) require the accredited institution to prepare and submit a compliance plan to the Examinations Board, detailing the measures the accredited institutions shall put in place measures to ensure full compliance with the criteria for accreditation, within seven days of the inspection;
 - (b) suspend the accreditation certification for a period not exceeding ninety days; or
 - (c) revoke the accreditation certification.
- (6) Where the Examinations Board suspends an accreditation certificate issued under this regulation, the training institution may, on the expiry of the suspension period, apply for lifting of the suspension in writing and pay the assessment fee prescribed under the Second Schedule.
- (7) Where the Examinations Board revokes an accreditation certificate issued under this regulation the training institution may, on the expiry of six months from the date of revocation, apply for accreditation in the manner specified under regulation 9.

Publication of
examination
materials

- 15. (1)** The Examinations Board may develop books and other materials, relevant to its syllabus.
- (2) Despite sub-regulation (1), the Examinations Board may approve books written by other parties for publication and use by its candidates in preparation for professional examination.
- (3) Before approving book pursuant to sub-regulation (2), the Examinations Board shall undertake a review of such a book charge such fee as may prescribed in the Second Schedule.
- (4) No publisher shall publish materials purporting to prepare candidates for examinations of the Examinations Board without the approval of the Examinations Board.

PART III— REGISTRATION OF CANDIDATES

Professional
certification

16. (1) A person seeking registration as a member of the Institute pursuant to section 16(1)(a) of the Act shall be required to undergo a professional examination administered by the Examinations Board.
- (2) The professional examination administered pursuant to these regulations shall assess a candidate's competence at graduated levels of proficiency in supply chain management.
- (3) The Examinations Board shall provide pathways that support the flexible access to the professional certification in supply chain management.
- (4) Despite this regulation, the Examinations Board may administer such other examinations as the Examinations Board consider necessary to assess proficiency in supply chain management.

Criteria for award of
professional
certification

17. Pursuant to section 16(1)(a) of the Act, a person qualifies to sit for a professional examination for purposes of seeking registration as a member of the Institute where the person—
 - (a) holds a certificate, degree, diploma or research course of instruction from an institution recognised in Kenya; and
 - (b) meets such other criteria as may be set under the Kenya National Qualifications Framework.

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Application for
registration

18. (1) A person who meets the criteria specified under regulation 17 may apply to the Examinations Board for registration as a candidate.
- (2) An application for registration shall be in the manner prescribed under Form 2 in the First Schedule and shall be accompanied by—
 - (a) a copy of the prospective candidate's identification;
 - (b) copies of certificates and transcripts certified by the relevant awarding institution; and
 - (c) the registration fee specified under the Second Schedule.

Consideration of an
application

19. (1) The Examinations Board shall consider an application for registration within fourteen days of receipt.
- (2) Where the Examinations Board finds that an applicant meets the criteria for registration set out under this Regulation, the Examinations Board shall—
 - (a) approve the registration and enroll the applicant as a candidate; or
 - (b) reject the application and notify the applicant of its decision, including the reasons for its decision, in writing.

Enrolment of
candidates

20. (1) A candidate enrolled under this Regulation shall ascribe to the Code of Conduct for candidates, set out in the Third Schedule
- (2) Upon enrolment of a candidate, the Examinations Board shall—

- (a) assign each candidate a registration number; and
- (b) provide the candidate with a copy of the examination schedule.

Booking of
examination

- 21.** (1) A candidate shall book the examination the candidate is eligible to sit for, at least thirty days before the date of the examination specified in the examination schedule.
- (2) A candidate shall pay the examination booking fee specified under the Second Schedule.

Late booking of
examination

- 22.** (1) Despite regulation 21, a candidate may book an examination outside the specified period, but not later than fifteen days before the specified date of the examination.
- (2) A candidate who books an examination pursuant to this regulation shall pay the late booking fee specified under the Second Schedule.

Duration of
registration

- 23.** (1) A candidate enrolled under this Regulation shall complete examinations within a period not exceeding—
- (a) two years, in the case of certificate courses
 - (b) six years, in the case of diploma courses;
 - (c) four years, in the case of professional courses; and
 - (d) two years, in the case of post-qualification courses, from the date of enrolment.
- (2) A candidate who fails to complete their examination within the specified duration shall be de-registered.
- (3) The Examinations Board shall at least sixty days before de-registering a candidate, notify the candidate of the de-registration and invite the candidate to make representations against the de-registration.

Renewal of
registration

- 24.** (1) A candidate shall renew his or her registration with the Examinations Board annually, but not later than the first day of July in each year and pay the registration renewal fee specified in the Second Schedule.
- (2) A candidate who fails to renew the candidate's registration pursuant to sub-regulation (1) shall, before booking an examination, pay the renewal fee for the preceding year.
- (3) A candidate who fails to renew the candidate's registration for three consecutive years from the date of registration, shall be de-registered by the Examinations Board.
- (4) The Examinations Board may, where the Examinations Board de-registers a candidate pursuant to regulation (3) re-admit the candidate subject to the payment of —
- (a) the registration reinstatement fee, specified in the Second Schedule;

- (b) arrears of annual renewal fees; and
- (c) the current year's renewal fees

Deferment of an examination sitting

- 25.** (1) A candidate may, least fifteen before the examination date specified in the examination schedule, notify the Examinations Board of their intention to defer an examination to the next available sitting.
- (2) A candidate may only defer an examination sitting once and to the next available sitting
- (3) An application for deferment shall be in writing and accompanied by the examination deferment fees specified in the Second Schedule.
- (4) The Examinations Board shall, within fourteen days of the application, notify the candidate of its decision.
- (5) Despite this regulation, the Examinations Board may defer a candidate's examination to the next available sitting where –
- (a) the candidate experiences technological or logistical challenges that may prevent the candidate from sitting the examination; or
 - (b) the candidate suffers ill health, or other personal emergencies affecting the candidate's participation in the examination

Withdrawal from an examination

- 26.** (1) A candidate may, at least fifteen days before the date of the examination notify the Examinations Board of their intention to withdraw from sitting an examination, in writing.
- (2) The Examinations Board shall consider an application under this regulation within seven days of the application and notify the applicant of its decision in writing.
- (3) Where the Examinations Board approves an application to withdraw from sitting an examination, the Examinations Boards shall refund to candidate an equivalent of 50% of the examination booking fee.

PART IV— CONDUCT OF EXAMINATION

Examination Schedules

- 27.** (1) The Examinations Board shall, every first month of the year, issue a schedule of examinations to be offered in that year.
- (2) The schedule shall specify the nature of examinations to be offered, units to be examined, examination dates, duration, medium of administering the examination and the venue of the examination.
- (3) The Examinations Board may make such alterations to the schedule as may be necessary for the effective administration of the examinations, provided no alterations to the schedule may be made thirty days before the date of the examination.

- (4) Where the Examinations Board makes alterations to the schedule, the Examinations Board shall notify the candidates of the alterations in a manner accessible to the candidates.

Examination
Officials

28. (1) The Examinations Board may appoint such number of persons as may be necessary as examination officials and procure services necessary for the effective administration of examinations.

(2) Examination officials appointed under sub-regulation 28(1) may include the—

- (a) Chief invigilator
- (b) invigilators;
- (c) examination centre co-ordinator; and
- (d) area co-ordinator.

(3) An examination official appointed pursuant to this regulation shall, before undertaking their responsibilities in relation to administration of the examination, take and subscribe to an oath of secrecy in the manner set out in the Fourth Schedule.

Examination centre
co-ordinator

29. The examination centre coordinator shall—

- (a) liaise with the area co-ordinator at the county level on administration of the examination;
- (b) keep safe custody of examination materials, question papers and answer scripts or any other examination materials;
- (c) ensure that there are adequate facilities for the administration of the examination, including rooms, halls, desks and chairs;
- (d) ensure a conducive environment in the examination room; and
- (e) liaise with the chief invigilator as necessary.

Examination
invigilator

30. The examination invigilator shall —

- (a) ensure proper labelling of candidates' sitting positions before each examination;
- (b) distribute examination materials to the candidates;
- (c) monitor the conduct of examinations in each examination room including collecting evidence of examination malpractice;
- (d) collect examination materials from each candidate at the end of each examination session;
- (e) pack all examination materials after each examination session under the supervision of the chief invigilator;
- (f) report any incidences related to the conduct of examinations to the chief invigilator;
- (g) confirm the identity of candidates during each examination session; and
- (h) ensure every candidate signs on the signature register and indicates the serial number of the answer booklet used.

Chief invigilator

31. The examination chief invigilator shall —

- (a) induct invigilators before the commencement of examinations;
- (b) collect examination materials from a designated custody point daily during examinations and ensure the return of the examination materials at the end of each day;
- (c) ensure the safe custody of the examination materials under his or her jurisdiction at all times;
- (d) prepare a sketch sitting arrangement for every examination session;
- (e) ensure that the invigilators' session roll is marked for every examination session;
- (f) manage and supervise the use of examination materials in the examination room;
- (g) manage and supervise invigilators at the examination centre; and
- (h) prepare an examination centre report at the end of the examination period showing all examination materials received, used and returned.

Area co-ordinator.

32. The area co-ordinator shall —

- (a) advise the Examinations Board on appropriate examination centres for each sitting;
- (b) nominate chief invigilators and invigilators for appointment by the Examinations Board for examination centres outside Nairobi but within the country;
- (c) receive and arrange for safe custody of examination materials from the agents of the Examinations Board;
- (d) collect examination materials from the Examinations Board's agents during the conduct of the examinations of the Board;
- (e) liaise with chief invigilators and examination centre coordinators on examination matters during the conduct of the examinations; and
- (f) make arrangements for the return of examination material to the examinations board after the conduct of examinations.

Online examinations

33. (1) The Examinations Board may administer examinations physically or through online platforms.

(2) Where the Examinations Board administers examinations online, the Examinations Board shall take all reasonable effort to uphold the integrity of the examination, including by ensuring that—

- (a) the software deployed to administer the online examination has capacity to authenticate the candidate's identity and monitor the candidate's activity during the examination;
- (b) the privacy and security of the candidates while undertaking the examination is upheld, in line with the Data Protection Act;
- (c) the examination accurately assesses the intended learning outcomes;

- (d) candidates are sensitised on academic integrity including the consequences of academic dishonesty; and
- (e) candidates are provided with technical support to candidates during the examination period.

Examination results **34.** (1) The Examinations Board shall avail the results of the examinations within thirty days of completion of each examination.

(2) The Examinations Board shall avail the examination results to the candidate in a manner that is accessible to the candidate, including through text messages, email or the Examinations Board's website.

Remarking **35.** (1) A candidate, who is not satisfied with the results of the examination, may apply for a review of the candidate's examination script, within fourteen days of the release of the examination results.

(2) An application for re-marking shall be in the manner set out in Form 3 in the First Schedule and shall be accompanied by the remarking fee set out in the Second Schedule.

(3) The Examinations Board shall re-mark examination script submitted for remarking under this regulation within seven days and avail the results to the candidate in the manner prescribed under regulation 31.

Issuance of certificates **36.** (1) The Examinations Board shall issue candidates with certificates for each level of proficiency achieved, within ninety days from the date of the release of the examination results.

(2) The certificates may be paper-based or in a digital format.

(3) Where the certificate is paper-based, a candidate shall collect his or her certificate in person from the Examinations Board's offices.

(3) Where candidate is unable to collect his or her certificate in person at the offices of the Examinations Board, the candidate may in writing authorise another person to collect the certificate on the candidate's behalf or provide an address for postage of the certificate.

(4) The Examinations Board shall keep custody of paper-based certificates for a period not exceeding three months.

(5) Upon expiry of the period specified under sub-regulation (4), the Examinations Board may impose on a candidate, the storage fee specified under the Second Schedule.

PART V— INDUSTRY- BASED LEARNING

Requirement for
Industry-Based
Learning

37. (1) On successful completion of the final level of examinations administered by the Examinations Board, a candidate shall identify a suitable supply chain management practice environment to undertake industry-based learning.

(2) A candidate shall undertake the industry-based learning for at least twelve weeks.

(3) A candidate undertaking industry-based learning shall be supervised by a member of the Institute, who shall be licensed and in good professional standing, for at least three consecutive years.

(4) On identification of a suitable supply chain management practice environment to undertake the programme, the candidate shall—

(a) notify the Examinations Board, in writing of the—

(i) physical address of the work place, where applicable;

(ii) name and contact details of the candidate's supervisor; and

(iii) the date of commencement and anticipated completion of the programme; and

(b) pay the industry-based learning assessment fee prescribed under the Second Schedule.

Assessment of
Industry-Based
Learning

38. The Examinations Board shall periodically assess progress of the candidate undertaking the industry-based learning programme to ensure that the candidate —

(a) is provided with an opportunity to have practically apply the candidate's skills and knowledge in supply chain management;

(b) obtains knowledge of potential careers and develops new areas of interest; and

(c) upholds the ethical standards expected of a supply chain management professional.

Completion of
Industry-Based
Learning

39. On completion of the twelve-week period under sub-regulation 37(2), the candidate shall prepare and submit a report to the Examinations Board on tasks and activities undertaken by the candidate during the programme

PART VI— RECOGNITION OF PRIOR LEARNING

Recognition of Prior
Learning in supply
chain management

40. The Examinations Board may certify a person who has acquired supply chain management knowledge, skills and competences outside the formal education and training system, as a supply chain management professional.

Application for
Recognition of Prior
Learning

41. (1) A person who has acquired supply chain management knowledge, skills and competences outside the formal education and training system

may apply to the Examinations Board for award of certification as a supply chain management professional.

(2) An application for Recognition of Prior Learning under this regulation shall in the manner prescribed in Form 4 under the First Schedule and accompanied by the assessment fee set out in the Second Schedule.

Assessment of applicants

42. The Examinations Board shall assess candidates eligible for award of certification under this regulation in line with the national policies and standards on Recognition of Prior Learning

Certification

43. (1) Where the Examinations Board is satisfied that an applicant meets the established criteria for award of certification through Recognition of Prior Learning, the Examinations Board shall certify the applicant as a supply chain management professional.

(2) A person certified as a supply chain management professional pursuant to this regulation, may apply for registration as a member of the Institute, pursuant to section 16(3) of the Act

PART VII— EXAMINATION BREACHES

Examination breaches by agents of the Examinations Board

44. An agent of the Examinations Board commits an examination breach where the agent—

- (a) alters or makes unauthorised changes in the original answer script or template of a candidate without lawful authority by the Examinations Board;
- (b) recklessly or negligently loses an examination paper, material or other information;
- (c) uses an examination paper, material or information by in a manner prejudicial to the proper and fair conduct of any examination;
- (d) acts or incites a candidate or any other person to act in a disorderly manner in the course of an examination;
- (e) takes away examination materials, including examination question papers, answer booklets or electronic devices from the examination room or any other designated place without authorisation, by the Examinations Board;
- (f) writes names on examination question paper, scripts or online templates;
- (g) induces, attempts to induces, solicits or influences an agent of the Examinations Board to gain advantage in an examination;
- (h) possesses unauthorised materials including mobile or any other unauthorised electronic devices in the examination room, unless in circumstances approved by the Examinations Board;
- (i) takes away candidates' scripts, examinations' marking schemes or any unauthorised material from the examination marking centre; or

- (j) allows other individuals, other than candidates and invigilators, to come in and out of the room during the examination.

Examination
breaches by
candidates

- 45.** A candidate commits an examination breach where the candidate —
- (a) fails to adduce the relevant identification documents during the examination;
 - (b) colludes with another candidate or agent of the Examinations Board to gain an unfair advantage over other candidates in an examination;
 - (c) acts or incites any other person to act in a disorderly manner during the examinations;
 - (d) takes away examination materials, including examination question papers, answer booklets or electronic devices from the examination room without authorisation by the Examinations Board;
 - (e) writes names on the examination question paper, scripts or online template; or
 - (f) induces or attempts to induce, solicit or influence the Examinations Board's agents to gain advantage in an examination.

Lodging of a
complaint

- 46.** (1) Any person may lodge a complaint against a candidate or agent of the Examinations Board for an examination breach.

(2) A complaint under sub-regulation (1) shall be—

- (a) lodged before the Examinations Board in writing, specifying—
 - (i) the name and contact details of the complainant;
 - (ii) the name of the person against whom the complaint is made, in so far as it ascertainable;
 - (iii) the date, time and place of the occurrence of the act or omission complained of;
 - (iv) a statement of the facts constituting the complaint;
 - (v) the nature and extent of injury arising out of the breach, if ascertainable;
 - (vi) information as to the identity and contacts of witnesses and victims, where applicable; and
 - (vii) the relief or redress sought; and
- (b) accompanied by relevant evidence in support of the complaint.

Investigation of
exam breaches

- 47.** (1) The Examinations Board shall investigate a complaint lodged pursuant to these regulations within twenty-one days of receipt.

(2) In undertaking investigations, the Board may—

- (a) invite the person accused of the examination breach to make representations before the Examinations Board; and
- (b) call for such documents as the Examinations Board may require.

(3) The provisions of the Fair Administrative Action Act shall guide the investigation and determination of complaints under this regulation.

Action for breach of the examination rules.

- 48.** (1) Where the Examinations Board finds a candidate or agent liable of an examination breach, the Examinations Board may—
- (a) admonish candidate, in writing;
 - (b) nullify the candidate's results for the particular examination sitting in dispute;
 - (c) prohibit the candidate from sitting examinations of the Examinations Board for a period to be determined by the Examinations Board;
 - (d) de-register the candidate or
 - (e) report its findings to the relevant law enforcement agencies for appropriate action.
- (2) In the case of an examination breach by an agent, the Examinations Board may—
- (a) revoke the contract of engagement between the agent and the Examinations Board;
 - (b) bar the agent from administering future examinations of the Examinations Board;
 - (c) report the agent to the employer or regulator for disciplinary action; or
 - (d) report the agent to law enforcement agencies for appropriate action.
- (2) Where the Examinations Board is satisfied that there has been an irregularity in the course of any examination, the Examinations Board may suspend or nullify such examination or any part thereof.

Review

- 49.** (1) A person aggrieved by a decision of the Examinations Board under these regulations may apply for a review of the Examinations Board where—
- (a) there is an apparent error on the face of the record; or
 - (b) the applicant has discovered new information, which after due diligence, was not within the applicant's knowledge at the time of making the application.
- (2) In considering an application for review the Examinations Board may constitute a committee comprising of not more than three members of the Examinations Board to consider and determine the application.
- (3) The Examinations Board shall determine an application for review submitted pursuant to this regulation, within thirty days.

Appeals

- 50.** A person aggrieved by a decision of the Examinations Board under these regulations may appeal to the High Court, within seven days of the decision.

PART VIII—MISCELLANEOUS PROVISIONS

Exemptions

- 51.** (1) A person holding a degree, diploma, professional or any other

qualification which the Examinations Board recognises as equivalent to the professional qualification awarded by the Examinations Board, may apply to the Examinations Board for exemption from sitting the examination or a part of the examination.

- (2) An application for exemption shall be in the manner prescribed in Form 2 in the First Schedule and shall be accompanied by—
 - (a) the exemption fees specified in the Second Schedule; and
 - (b) certified copies of the relevant certificates and transcripts.
- (3) In considering an application for exemption under this regulation, the Examinations Board may equate certification issued by other national or foreign examination bodies, to its certificates.
- (4) The Examinations Board may consult the relevant bodies for purposes of equating certificates.

Retention of
examination paper

- 52.** (1) The Examinations Board may retain examination scripts or templates and submitted materials, for utilisation in training and feedback purposes.
- (2) The Examinations Board shall avail past examination papers online for access by candidates and accredited training institutions for revision purposes.
- (3) The Examinations Board may grant access to past examination papers to trainers and scholars for research purposes or any other person approved by the Examinations Board.
- (4) A candidate may collect his or her question paper twenty-four hours after an examination, at no cost.

Authentication of
results

- 51.** (1) An institution of learning, prospective employer or other interested party, may apply to the Examinations Board for authentication a certificate or examination results issued by the Examinations Board.
- (2) An application for authentication of results shall be in writing and accompanied by—
 - (a) a copy of the certificate or examination results to be authenticated; and
 - (b) the authentication fee specified under the Second Schedule.

Confirmation of
results by
candidates

- 52.** (1) A holder of a certificate or examinations results issued by the Examinations Board may apply to the Examinations Board to attest to the validity of the certificate or examination results, in writing.
- (2) An application for certification of results shall be accompanied by—
 - (a) a copy of the certificate or results to be certified; and

(b) the certification fee specified under the Second Schedule.

Letter of
Certification

53. (1) Where a holder of a certificate or examination results loses their certificate or examination results, they may apply for issuance of a letter of certification from the Examinations Board.

(2) An application for a letter of certification shall be in writing and accompanied by the fee specified under the Second Schedule.

Revocation of L.N
258/15

54. The Supplies Management Practitioners (Examination) Regulations, 2015 are revoked.

Made on the 2025.

Cabinet Secretary for the National Treasury and Economic Planning

DRAFT

FIRST SCHEDULE

FORMS

FORM 1—APPLICATION FOR ACCREDITATION/ RENEWAL OF ACCREDITATION

FORM 2 — APPLICATION FOR REGISTRATION OF CANDIDATES/ EXEMPTION

FORM 3— APPLICATION FOR RE-MARKING

FORM 4- APPLICATION FOR RECOGNITION OF PRIOR LEARNING

DRAFT

FORM 1: APPLICATION FOR ACCREDITATION/RENEWAL OF ACCREDITATION
(r.19(1))



KISEB/AC/41

APPLICATION FORM FOR ACCREDITATION OF TRAINING INSTITUTIONS

To enable KISEB evaluate your institution for purposes of accreditation, you are required to complete this application form and submit it together with all supporting documents to:

Secretary/CEO

KISEB

**P.O. Box 22873 -
00505 NAIROBI**

All the information provided in this form will be treated with confidentiality.

Please read the guidelines for accreditation carefully before completing this form.

A. GENERAL INFORMATION

Name of Institution:			
Physical Location			
Country:		County:	
Town/City:		Street:	
Building:			
Contact Address			
P.O Box:		Code:	
City/Town:		Country:	
Telephone:		FAX:	
Email:		Website:	
Campuses or branches (indicate physical location, address, name and tel. no. of contact person)			

REGISTRATION PARTICULARS

1. Type of entity (tick as appropriate):

- (a) ☐ Government institution: *(specify if polytechnic, technical college, other):*.....
- (b) ☐ Limited company:.....
- (c) ☐ Partnership:.....
- (d) ☐ Sole proprietorship:.....
- (e) ☐ Church sponsored.....
- (f) ☐ Other (please specify).....

2. Ministry under which institution is registered and date of registration *(attach a copy of registration certificate):*.....

3. Date(s) of registration/approval with the Local Authority and/or other regulatory authorities *(attach a copy of each registration certificate or other evidence).*

.....

4. Names of directors/partners/owner *(if a non-governmental institution)*

.....

.....

A. INSTITUTIONAL ADMINISTRATION AND GOVERNANCE

1. (a) Indicate below the name of Head of the institution together with his/her academic and professional qualifications as relevant:

.....

.....

(b) Is the Head of the institution available on a full-time basis for the management of the institution?

YES

☐

NO

☐

(c) Is there a system to periodically evaluate the performance of the Head of the institution?

YES

☐

NO

☐

If yes, briefly explain the system and the parties involved in the evaluation.

.....

.....

2. (a) Does the institution have a documented organizational structure?

YES *(attach copy)*

☐

NO

☐

(b) Are the roles, authority and responsibilities of various officers in the chain of command clearly defined, documented and communicated to the relevant officers?

YES

☐

NO

☐

If yes, briefly explain how this has been achieved.

(b) Is the decision-making process clearly understood by all the parties involved?

YES

☐

NO

☐

2. Comment on the independence of the management to make decisions regarding the operational affairs of the institute.

3. (a) Indicate whether the institution has policies to address the following issues:

(i) Recruitment, appraisal, promotion and dismissal of:

	YES	NO
• Management	<input type="checkbox"/>	<input type="checkbox"/>
• Staff	<input type="checkbox"/>	<input type="checkbox"/>
• Trainers	<input type="checkbox"/>	<input type="checkbox"/>

(ii) Non-discrimination on the basis of race, religion, culture, national origin, sex or age.

YES

☐

NO

☐

(iii) Involvement of the following in decision making in areas in which they have a significant and direct interest touching on their welfare:

	YES	NO
Staff	<input type="checkbox"/>	<input type="checkbox"/>
Trainers	<input type="checkbox"/>	<input type="checkbox"/>
Students	<input type="checkbox"/>	<input type="checkbox"/>

(b) Indicate any other significant institutional policies in existence and of relevance to accreditation.

(c) Are the policies in 4 (a) and (b) above documented and communicated to the parties concerned?

YES

☐

NO

☐

4. Briefly describe the communication channels that exist between the institution and:

(a) Management

(b) Staff:

(a) Trainers:

(b) Students:

1. (a) Indicate the following details regarding the administrative staff that provide services to KISEB students:

Division/department	Number of staff	Highest qualification	Lowest qualification

- (b) Comment on staff turnover in the institution within the last 12 months.

2. (a) Does the institution have off-site/satellite campuses or branches?

YES ☐

NO ☐

If yes, proceed to 7(b).

- (b) Are the authority and responsibility relationships between the main institution and independent campuses/branches documented and clearly delineated?

YES ☐

NO ☐

3. Does the institution have codes of ethics to govern the conduct of;

	YES	NO
(i) Management?	<input type="checkbox"/>	<input type="checkbox"/>
(ii) Staff?	<input type="checkbox"/>	<input type="checkbox"/>
(iii) Trainers?	<input type="checkbox"/>	<input type="checkbox"/>
(iv) Students?	<input type="checkbox"/>	<input type="checkbox"/>
(v) Other parties? (specify) _____		

4. Is there an internal quality assurance system in place to ensure continuous evaluation and improvement of institutional policies, processes and procedures?

YES ☐

NO ☐

If yes, briefly explain the system:

1. Financial stability:

- (a) Are financial statements audited by external auditors or otherwise independently verified?

YES

☐

NO

☐

If yes, please explain.

- (b) Does the institution maintain in its records the financial statements for the three years, (or since registration if the shorter period)?

YES

☐

NO

☐

- (c) Comment on the financial stability of the institution with regard to:

- (i) Adequacy of the liquid assets to meet short-term obligations.

- (ii) Financial performance trends over the past three years (or from date of registration if the shorter period).

- (iii) The strength of the capital structure with regard to providing reasonable assurance of the institution's long-term financial stability.

- (d) List some of the key internal controls in place to safeguard the institution's finances.

[Note: KISEB reserves the right to inspect the institution's financial statements for purposes of confirming the information provided above].

2. Institutional integrity:

- (a) Has the institution been investigated concerning any cases of examination irregularities within the last three years?

YES

☐

NO

☐

If yes, indicate the measures undertaken by the institution to prevent recurrence of such irregularities.

- (a) Are there mechanisms and controls to ensure all monies collected by the institution from students for remission to KISEB are properly accounted for and remitted on time?

YES ☐ NO ☐

If yes, please explain.

Note: A list indicating the names, designations and qualifications of key management staff should be attached.

A. TRAINERS

1. Provide the following information relating to the trainers of KISEB courses in the institution:

Course Title	Number of students		Number of trainers		Trainers' qualifications		Lecture hours per week per trainer		Course hours per paper per semester	
	Full-time	Part-time	Full-time	Part-time	Highest	Lowest	Max	Min	Max	Min
CPSP Part I										
CPSP Part II										
CPSP Part III										
APS I										
APS II										
APS III										

(Attach a list showing the names, qualifications, subjects taught and nature of contract for each trainer of KISEB courses. The curriculum vitae and certified copies of relevant certificates for each trainer MUST also be attached).

2. Does the college run Distance Learning Programmes for KISEB courses?

YES ☐ NO ☐

If YES, indicate the KISEB course(s) involved and approximate number of students in each course

3. Do trainers prepare work plans showing programme for syllabus coverage in the semester?

YES ☐ NO ☐

If yes, are the work plans reviewed, approved by management and updated as appropriate?

YES ☐ NO ☐

4. (a) Are trainers regularly evaluated by students?

YES (attach copy of evaluation form) ☐ NO ☐

If yes, briefly explain below the mode of evaluation and proceed to 4 (b) and (c).

(b) Is proper and timely feedback provided to trainers on the evaluation results?

YES ☐ NO ☐

If yes, briefly explain how this is achieved.

(c) Comment on the general effectiveness of the trainers' evaluation system.

1. (a) Is there a system for trainers to periodically evaluate students' performance and progress?

YES ☐ NO ☐

If yes, briefly explain and proceed to parts 5 (b), (c) and (d).

(b) Are continuous assessment tests (CATs) and assignments compulsory for all students?

YES ☐ NO ☐

If yes, how is this enforced?

CATs: _____

ASSIGNMENTS: _____

(c) Does the institution maintain a record of students' performance?

YES ☐ NO ☐

If yes, for how long?

(d) Are follow-ups made on students' performance to ensure continuous improvement?

YES ☐ NO ☐

If yes, briefly explain how this is done.

2. Does the management hold meetings with trainers to discuss issues of common interest?

YES ☐ NO ☐

If yes, indicate the frequency of meetings per year.

- (a) Comment on your institution's strategies to attract and retain qualified and competent trainers.

- (b) Comment on the turnover of trainers in the institution within the last twelve months.

A. PHYSICAL AND TECHNOLOGICAL RESOURCES

1. Are the premises/buildings owned or rented/leased? *(Attach evidence.)*

2. Are the physical and technological resources within the premises owned or rented/leased? (Specify where partially owned or rented/leased).

3. Indicate the following:

- (a) Classrooms/lecture theatres

Professional examinations	Number of classrooms/lecture theatres allocated (including common facilities)	Estimated seating space in square meters	Seating capacity		
			Largest class	Smallest class	Total capacity
CPSP I					
CPSP II					
CPSP III					
Certificate					
APSP I					
APSP II					
APSP III					
Certificate					

Comment on the source and adequacy of lighting and ventilation in the classrooms/lecture theatres.

- (b) Staff common/consultation room(s):

- (i) Number of staff common/consultation rooms

- (ii) Combined seating capacity

- (iii) Source of lighting and ventilation

(a) Library and books/reference materials available to KISEB students.

(i) Number of libraries (specify if digital libraries)

(ii) Combined seating capacity

(iii) Source of lighting and ventilation

iv) Estimated total number of books and reference materials categorized into the main subject areas as follows;

	Procurement, Supply Management, Logistics, Transportation, Operations	Finance and related areas	Economics and related areas	Management, Governance, entrepreneurship and related areas	Law and related areas	ICT and related areas	Other areas (specify)	Total
Estimated number of books								
Estimated total value of books (Sh.)								
Number of books from the KISEB recommended reading list								

(b)For institutions offering or intending to offer KISEB ICT courses, the following additional details should be provided:

(i) Computer laboratories

Computer Laboratories	Seating capacity	Number of computers available for training	Number of computers with network adapter cards	Total space (in square meters)
1.				
2.				
3.				
4.				
5.				

(i) Specifications of the computers:

Number of Computers	Processor type	Processor speed	RAM Capacity	Hard disk capacity

(ii) Other ICT accessories available in the computer laboratories:

Item/Accessory	Number of accessories in working condition
Printers	
Scanners	
Routers	
Bridges	
Computer tool kits	
Power back-up facilities	

(iii) Local Area Network (LAN)

Type of items connected to the LAN	Number
Computers	
Printers	
Scanners	
Modems	
Switches	
Terminating tools	

(iv) Do you have internet facilities for students pursuing KISEB ICT courses?

YES

☐

NO

☐

If yes, how many computers are connected to the internet?

(i) Academic software available in your institution:

No	Academic software	Type of software available
1.	Operating system/s	
2.	Word processor	
3.	Spreadsheets	
4.	Database Packages	
5.	Presentation Packages	
6.	Desktop Publishing Packages	
7.	Structured Programming Languages	
8.	Object Oriented Programming Languages	
9.	Internet Programming Languages	
10.	Web Server	
11.	Firewall	
12.	Antivirus	
13.	Mail Server	
14.	Others (please specify)	

2. Buildings and other constructions:

(a) Are buildings and similar structures constructed and maintained in accordance with:

	YES	NO
(i) The Building Code	<input type="checkbox"/>	<input type="checkbox"/>
(ii) The Public Health Act	<input type="checkbox"/>	<input type="checkbox"/>
(iii) Other relevant regulations, if applicable (Please specify)	<input type="checkbox"/>	<input type="checkbox"/>

(b) Comment on the following in relation to the buildings and other constructions:

(i) Accessibility including for persons with disabilities.

(ii) Safety including fire safety.

(iii) Security.

(iv) Cleanliness and conduciveness for use.

- (i) Conveniences for persons of different gender.

1. Comment on the appropriateness of the institution's location in relation to conduciveness of the learning environment.

2. Can a trainer be able to interact with and physically reach all students in the classroom with ease?

YES ☐ NO ☐

3. Can all students in the classroom clearly see and hear the trainer and also see without strain any writings on the blackboard/whiteboard/screen?

YES ☐ NO ☐

4. Does the institution undertake planning for physical and technological resources?

YES ☐ NO ☐

If yes, please indicate how this is achieved?

5. Indicate any on-going or planned capital projects to be undertaken within the next three years.

A. STUDENT AFFAIRS AND SUPPORT SERVICES

1. Indicate whether the following services are provided to students.

	YES	NO
(a) Academic and career advisory services	<input type="checkbox"/>	<input type="checkbox"/>
(b) Handling of students' complaints	<input type="checkbox"/>	<input type="checkbox"/>
(c) Guidance and counselling services	<input type="checkbox"/>	<input type="checkbox"/>
(d) HIV/AIDS awareness	<input type="checkbox"/>	<input type="checkbox"/>

2. Does the institution encourage and support democratic student leadership initiatives?

YES ☐ NO ☐

If yes, please explain how this has been achieved.

1. Does the institution run an orientation programme for new students?

YES

☐

NO

☐

If yes, please explain how this is done.

2. Are students provided with an opportunity to evaluate the performance of management, trainers and staff?

{attach a sample of the evaluation form(s)}

YES

☐

NO

☐

If yes, state frequency

A. DECLARATION

I declare that, to the best of my knowledge and belief, the information provided on this form is true and correct.

Name of Principal/Director:

.....

Signature:

.....

Date and rubber stamp

.....

APPLICATION FOR REGISTRATION/EXEMPTION FORM (r 18(1), 51(2))

APPLICATION FOR REGISTRATION/REGISTRATION RENEWAL/EXEMPTION/EXAMINATION ENTRY**PART A: PERSONAL DETAILS (MANDATORY)**

(a) Name (CAPITAL LETTERS)

Write your name as it appears on the National Identity card/Passport/Birth certificate (KISEB qualification) (Registration number)

(b) Gender: M ☐ F ☐

Attach a copy of National identity card/Passport/Birth certificate if applying for registration as a new student. In case of change of name, attach relevant documents.

(c) Nationality (d) ID/Passport No. (e) Date of birth

Day	Month	Year

(f) County of Birth County of Residence

(g) Contacts: Email Cellphone

P.O Box Code Town/City Country

PART B: REGISTRATION (FOR NEW STUDENTS ONLY)

(a) Indicate the qualification you wish to register for

(b) Have you been a registered student of KISEB before?

Yes ☐ No ☐ If yes, please indicate previous registration

No(s)

(c) Highest level of education (High school/Degree/Masters/PhD/Professional)

(Attach certified copies of certificates including for high school)

(d) How did you learn about APS/CPSP exam?

Career talks ☐ Media ☐ Student ☐ Parent ☐**PART D: EXAMINATION ENTRY****Examination sitting**

Part(s)/level(s) Month Year Preferred examination center(see note 4)

PART E: ANNUAL REGISTRATION RENEWAL/REACTIVATIONFor period 1st July to 30th June

(Reactivation fee is payable by students who have not paid their annual registration renewal fee for three or more years)

PART F: PAYMENT DETAILS

	Fee (Ksh)
Registration	
Exemption	
Examination booking	
Annual registration renewal	
Reactivation	
Total	

I enclose cheque/KISEB fee deposit slip/ M-pesa No. for Ksh.

NB: Return filled forms and supporting documents to KISEB offices/e-mail, by hand delivery, courier or through your training institution.**PART I: Declaration by the applicant**

I hereby declare that to the best of my knowledge all the information I have provided on this form and all supporting documents are true and correct and I agree to abide by the Examination Rules and Regulations and Code of Conduct and Ethics for KISEB students.

Signature: Date:

(Notes on certification of documents, guide to examinations and the code of conduct and ethics for KISEB students are available on the KISEB website)

PART C: EXEMPTION

(a) I wish to apply for exemption in the following paper(s)

Part/Level	Paper Code	Title of Paper	Fee (Ksh)
Total			

(b) State specific reasons in support of your application for exemption:

(Attach certified copies of transcripts and certificates)

PART G: Name of training institution that you are attending or plan to attend**PART H:** Indicate the nature of any disability which KISEB should be aware of

NCPWD Registration No.

REMARKING APPEAL FORM (r. 35 (2))

Instructions to Students

1. This form should be completed by students who wish to appeal for remarking of their examination paper(s). The form should be received by KISEB within **fourteen (14) days** after the date of release of the examination results. This date is indicated in the examination result notification. Students paying through the banks or other agents **should personally send the forms** attaching copies of deposit slips to KISEB so as to be received within the stated deadline. Appeal forms received after the stated deadline will not be considered.
2. Students are ADVISED not to make the appeal decision in a rush and to note that no extraneous circumstances will be considered during the remarking.
3. Your name should NOT appear anywhere on this form.
4. The form should be delivered in person or sent by post. Email and other electronic media should NOT be used.
5. A remarking fee shall be charged at Sh. 5,000 per paper for APS examinations and Sh. 7,500 per paper for CPSP examinations.
6. A refund of the remarking fee, less an administrative charge of 15% shall be made if, after the remarking, the student's results for a particular paper change from FAIL to PASS.
7. You will be required to commit yourself to accept the outcome of the remarking as final.
8. You should attach a copy of the receipt or bank deposit slip for the remarking fee.

A. STUDENT INFORMATION

KISEB registration number..... ID/Passport No.....
Tel No..... Email.....
Name of examination..... Level/Part
Examination paper(s) appealed for remarking.....
.....
..... Examination sitting.....
Examination Centre.....

B. REASON(S) APPEAL FOR REMARKING.....

.....

C. DECLARATION BY STUDENT

I hereby declare that:

- (i) I shall maintain the confidentiality of this appeal.
- (ii) I shall accept the results of the remarking as FINAL.

Signature..... Date.....

FOR OFFICE USE ONLY

Remarking Appeal Form received on..... Receipt/bank deposit slip
No.....

Name..... Signature..... Date.....

RPL CANDIDATE APPLICATION FORM (r. 41(2))

*Affix a recent
passport size photo
here*

Section A					
1. Personal Details					
Surname	First name		Other names		
Gender	Male <input type="checkbox"/>	Female <input type="checkbox"/>		Other <input type="checkbox"/>	
Do you have any form of disability?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, specify the nature of disability and attach evidence (<i>Registration with NCPWD</i>)		
Date of Birth dd/mm/yyyy					
Nationality					
Physical Address (place of residence)					
Postal address					
Contact Details	Mobile:		Work:		
	Email:				
Applicant's place of work (Name of city / town / market / street / building where you are currently employed/self-employed)					
2. Applicant's Work-Related Experience					
Occupation / Trade	Name/type of employment (employed, self)	Role	Description of daily tasks at the workplace	Period	
				From (dd/mm/yyyy)	To Dd/mm/yyyy)

Occupation / Skill Area & KNQF Level applied for	<u>Occupation / Skill Area</u>	<u>KNQF Level applied for</u>
3. Documented Evidence		
3 a) Official Documents		
i. Affix a recent passport size photo in the box at the right-hand top corner of this form ii. Provide certified copies of your identification document (ID/Passport/ or any approved form of identification) iii. Non-citizens are required to submit the following: <ul style="list-style-type: none"> ▪ Permanent residency applicants: Passport and Proof of Permanent Residency ▪ Refugee / Asylum seeker: Temporary permit / formal recognition of refugee status in Kenya 		
3 b) Supporting Documents		
Submission of supporting documents as guided by RPL Counsellor (<i>Appendix 1</i>)		

Attach evidence of payment of prescribed non-refundable assessment fee

Declaration

I declare that the information contained in this application is true and correct and that all documents are genuine.

Candidate Signature: **Date:**

Section B

Appendix 1: Supporting Documents (as guided by RPL Counsellor)

- *To be filled by the RPL Counsellor in duplicate*
- *A copy to be given to the candidate*

Surname	First Name	Other Names
ID/Passport Number	Phone Number	Email
Evidences to be provided	Evidences submitted	Comments
1.		
2.		
3.		
4.		
5.		
6.		

Name of the RPL Counsellor:

Assessment Center:

Qualification Awarding Institution:

Section C: FOR OFFICIAL USE ONLY

Analysis of Portfolio of Evidence (PoE)

Official Documents					
S/N	Description	Tick Appropriately			Comments
1.	Recent passport size photo	Provided	Not provided		
2.	Certified copies of identification document	Provided	Not provided		
Supporting Documents					
SN	Evidence provided	Criteria	Tick Appropriately		Comments
1.		Authenticity	Yes	No	
		Validity	Yes	No	
		Sufficiency	Yes	No	
		Currency	Yes	No	
2.		Authenticity	Yes	No	
		Validity	Yes	No	
		Sufficiency	Yes	No	
		Currency	Yes	No	
3.		Authenticity	Yes	No	
		Validity	Yes	No	
		Sufficiency	Yes	No	
		Currency	Yes	No	

Note to the RPL POE Assessor

- *If the work is not authentic the candidate is discontinued from the process*
- *Accept at least any two Yes's on each criterion*

Recommendation

Applicant Recommended	Recommended to be assessed at occupational level applied for	
	Recommended to be assessed at occupational level lower than applied for	
	Recommended to be assessed at occupational level higher than applied for	
Applicant not Recommended	Applicant to be advised about the short comings and skill gaps, and assisted to address these through mentorship, training and exposure to practical skills	
Application reviewed by:	Name of Officer: Signature:	

Name of the RPL POE Assessor:

Assessment Center:

SECOND SCHEDULE FEES

S/no	Service	Fee Payable (Kshs)
1.	Application for accreditation and assessment	12,000
2.	Accreditation (Five years)	50,000
3.	Provisional Accreditation (twelve months)	10,000
4.	Renewal of accreditation (Five years)	50,000
5.	Midterm Accreditation Assessment	25,000
6.	Registration of candidates	CPSP- 5,500 APS- 5,000
7.	Late Registration Fee	CPSP- 8,000 APS- 7,000
8.	Examination Booking Fee Late Examination Booking Fee	APS Level 1- 2,500 per paper APS Level 2- 3,500 per paper APS Level 3- 3,500 per paper CPSP Part 1- 3,000 per paper CPSP Part 2- 4,000 per paper CPSP Part 3- 5,500 per paper 25% of exam fee per paper
9.	Registration Renewal Fee	CPSP-1,500 APS- 1,200
10.	Registration Re-instatement Charge	APS- 4000 CPSP- 5500
11.	Examination Deferment Charge	15% of the applicable examination fee
12.	Withdrawal Charge	50% of the Examination Fee
13.	Examination Remarking Charge	CPSP 7500 APS 5000
14.	Certificate Storage Charge	100 per month
15.	Industry-Based Learning Assessment Fee	15000
16.	Exemption and Credit Transfer fee	CPSP Part I 3750 CPSP Part II 5250 CPSP Part III 5250
17.	RPL Application fee	5500
18.	RPL Assessment fee	96,000
19.	Confirmation of certification fee for student	500
20.	Authentication of certificates	1000
21.	Letter of certification	3000
22.	Conferment fee	3000

THIRD SCHEDULE

CODE OF CONDUCT



**Kenya Institute of Supplies
Examination Board**

CODE OF CONDUCT FOR CANDIDATES

In- person examination

The following rules shall govern the conduct of students in the examination room, whenever taking in person examinations —

1. A candidate shall present himself for an examination at least thirty minutes before the scheduled time for the commencement of the examination he or she is taking.
2. A candidate shall identify himself or herself before being allowed to sit an examination by presenting his national identification or any other document approved by the Board to sit an examination.
3. A candidate who arrives more than half an hour after the commencement of an examination shall not be allowed to take the examination.
4. A candidate shall not be permitted to leave the examination room until after the end of the first half hour from the commencement of an examination provided that a chief invigilator may remove a disruptive candidate, less than the first half hour from such commencement.
5. A candidate shall sit at the place indicated by the assigned registration number in the examination room.
6. A candidate shall indicate his registration number on the answer sheet.
7. A candidate shall not insert his name on the answer sheet.
8. A candidate shall indicate the serial number of the answer sheet used for each examination paper in the signature register.
9. The Examinations Board shall provide stationery in the examination room, but candidates shall bring their own blue or black ink pens, pencils, rulers or any other materials or equipment approved by the Examinations Board

10. Electronic devices and other equipment including but not limited to mobile phones, pagers, laptops, e-readers, tablets, smart watches or any other devices capable of transmitting, storing or receiving information whether internet connected or otherwise, electronic equipment capable of being programmed to hold alphabetical or numerical data or formulae, shall not be allowed in the examination room unless otherwise approved by the Examinations Board.
11. No stationery shall be removed from the examination room for physical examinations, except that which a candidate is permitted to bring into the examination room.
12. A candidate shall not use calculators unless such calculators are noiseless, cordless and non-programmable and unless approved by the Examinations Board.
13. A candidate shall observe strict silence and shall not cause any form of disturbance during the entire duration of the examination.
14. A candidate shall not possess any notes, printed paper or books in the examination room.
15. A candidate using a clipboard shall ensure that such clipboard has no writing and the chief invigilator, who confirms that a candidate's clipboard has any writing, shall disqualify the candidate from taking the examination.
16. A candidate shall not collude in the examination room with any other candidate or agents of the Examinations Board.
17. During the examination, no candidate shall leave the examination room without permission from the chief invigilator and any candidate who does so will not be allowed to return to the examination room.
18. A candidate who finishes an examination before the chief invigilator announces the end of the examination and wishes to leave the examination room while the examination is in progress shall inform the invigilator and hand in his or her scripts to the chief invigilator before leaving the examination room.
19. Notwithstanding paragraph (u), no candidate shall be allowed to leave the examination room during the last fifteen minutes of the examination.
20. A candidate shall not leave the examination room with any answer booklet or answer sheets.
21. A candidate shall not leave the examination room before his answer booklets and the question paper are collected by the invigilators.
22. A candidate shall not write notes on the examination timetable.
23. A candidate shall not write on the examination question papers.

24. A candidate shall not carry weapons inside the examination room.

Computer based or virtual examinations

The following rules shall govern the conduct of students in the examination room, whenever taking computer based or virtual examinations —

1. A candidate shall not navigate away from the exam screen unless authorized by the invigilator;
2. During the examination, a candidate is not allowed to use any other applications save for the Examinations Board's registration tool, the examination and monitoring software made available by the Examinations Board and an e-mail application accompanied by an examination code to be used during the exam;
3. A candidate may not leave the room after starting the examination and before submitting the examination answer template;
4. A candidate shall face the computer screen during the Examination;
5. A candidate shall not take screenshots during the Examination;
6. A candidate is not allowed to surf on the internet or to consult digital data or web pages or to have these opened unless this is expressly permitted;
7. A candidate shall not wear earplugs or headphones unless when permitted by the Examinations Board for special cases;
8. A candidate shall not receive assistance from the invigilator, or anyone else, during the examination;
9. A candidate shall not ask the invigilator questions except where there are technical issues with the examination platform;
10. A candidate shall only use the examination material supplied by the Examinations Board during the examination; and
11. Where the use of books during the examination is allowed pursuant to the examination requirements, the candidate must show the book by means of a video recording and the video recording shall enable the invigilator to assess whether the requirements have been met.

I..... of Registration Number..... confirm
that I have read and understood the code of conduct and shall abide by it.

Dated.....

FOURTH SCHEDULE

OATH OF SECRECY



Kenya Institute of Supplies Examination Board

I,....., having been engaged by the
Examinations Board on examination-related duties as (tick as appropriate)

- (i) Board Member
- (ii) Member of staff
- (iii) Examination setter
- (iv) Examination marker
- (v) Moderator
- (vi) Chief Examiner
- (vii) Chief invigilator or invigilator
- (viii) Checker
- (ix) Other agent (specify) _____

do solemnly swear that:

I will faithfully, truly, and to the best of my judgment, skill, and ability, execute and perform the duties required of me by the Examinations Board.

I will not disclose, communicate or convey or allow to be disclosed, communicated, or conveyed directly or indirectly to any person, any confidential information on examinations of the Examinations Board, or any such related information of a confidential nature, whatsoever obtained by me or in or about the performance of my duties or by virtue of my position to the Examinations Board.

I will not allow any unauthorized person or persons to inspect or otherwise have access to any examination material of a confidential nature over which I have control.

Whatever I see or hear or that is confided to me in my official capacity as a staff or agent of the Examinations Board in relation to examinations or other related matters that is of a confidential nature shall be kept secret and confidential unless revelation is necessary in the performance of my duty to the Examinations Board.

I shall disclose immediately or as soon as is reasonably possible to the Examinations Board or its agents any information that comes to my attention, whether in my official capacity or not, that may pose, or has occasioned a threat to the security and confidentiality of the examinations or examinations material of the Examinations Board.

SO HELP ME GOD.

Dated this _____ day of _____, 20____.

NAME _____

WITNESS _____

SIGNATURE _____

DRAFT