



## NOTICE – EXAMINATIONS BOOKING FOR APRIL 2026 SITTING

Greetings,

I trust this message finds you well.

As we begin a new certification year, kindly note that a **renewal fee** is required before booking your examinations. The fee is **KES 1,200** for APS-K and **KES 1,500** for CPSP-K.

The deadline for booking the **April 2026 sitting** is **20<sup>th</sup> March 2026**. Please ensure you submit your applications for examinations, exemptions, and credit transfers in good time.

**Exam Dates: Monday, 20<sup>th</sup> April – Thursday, 23<sup>rd</sup> April 2026.** Refer to the timetable attached.

**Apply now:** <https://students.kiseb.or.ke>

**For assistance:** +254 111 051 840 | [info@kiseb.or.ke](mailto:info@kiseb.or.ke) | [examinations@kiseb.or.ke](mailto:examinations@kiseb.or.ke)

Please note:

- Changes to examination centres are permitted only up to **three weeks before the examination deadline**.
- The same exam fee applies when rebooking a failed paper.

### December 2025 Exam Deferrals

Students who deferred their examinations in December 2025 **must** sit for them in April 2026, or the fee will be forfeited in line with the Examination Policy. A **15% administrative fee** is payable when booking the deferred paper(s). For clarification on exact admin fee and payment, kindly contact [accounts@kiseb.or.ke](mailto:accounts@kiseb.or.ke)

### Exemption and Credit Transfer Applications

Exemptions are granted on a paper-by-paper basis. Please share your transcripts with us for guidance if needed. Alternatively, apply online and upload supporting documents (degree/diploma certificate and transcripts). All documents must be **certified** by the issuing institution.

Applications will not be accepted if:

- You obtained below a grade 'C' in a comparable paper.
- You already earned a credit transfer in your previous studies.
- You attempted the paper previously and failed.
- No exemption is granted in APS-K papers.

**Credit Transfer:** Graduates from **2021 onwards (the last five years)** are eligible.

### Fees:

- Exemption fee Part I: KES 3,750 per paper
- Exemption fee Part II: KES 5,250 per paper
- Credit transfer fee Part I: KES 3750 per paper
- Credit transfer fee Part II, Part III: KES 5,250 per paper

These are aligned with the **Kenya National Qualifications Framework** requirements.

**Exemption fees are payable upon application and are non-refundable once your application is processed.**

### **APS-K Graduates**

Candidates who have successfully completed the APS-K level are eligible for **exemptions and credit transfers covering nine papers** towards the CPSP-K course. This provision is in line with the current exemptions and credit transfer policy.

We encourage you to take advantage of this opportunity to pursue the CPSP-K certification and attain your professional qualification in a shorter duration.

### **Industry-Based Learning (IBL)**

Students may commence the programme after completing Parts I and II, subject to approval.

#### **Key Details:**

- The IBL policy and approval form are available on the portal.
- Assessment Fee: KES 15,000, payable upon submission of the approval form.

#### **Payment of Fees**

All payments must be made strictly through **eCitizen** on the portal. Cheques should be payable to the **Kenya Institute of Supplies Examinations Board**.

### **Absenteeism**

Candidates absent from an examination will **forfeit the examination fees**.

### **Postponement/Deferral of Examinations**

Applications for exam postponement/deferral must be submitted online with a signed application letter and supporting evidence (e.g., employer's letter, stamped exam timetable, or doctor's note). Both the application letter and supporting evidence are mandatory for consideration.

#### **Important Guidelines:**

- Deferrals are permitted only for medical reasons, workstation changes, or other approved circumstances, subject to Board approval.
- Applications without supporting evidence will not be considered.
- Exam fees may be deferred only once; unused deferred fees will be forfeited.
- A 15% administrative charge applies to all deferments.
- Applications must be submitted at least **30 days before the exam start date**, except in medical emergencies.

### **Withdrawal from Examination**

Applications must include a letter stating your registration number, preferred centre, and reason(s) for withdrawal.

#### *Refund Policy:*

- Withdrawals before the late entry deadline qualify for a **50% refund**.

- Withdrawals due to illness qualify for a **75% refund**, subject to a valid medical certificate.

### **Recognition of Prior Learning (RPL)**

RPL promotes equitable access to qualifications by recognising skills and competencies gained through informal and non-formal learning. Applications for the **4<sup>th</sup> cohort** are now open.

#### **Key Details:**

- Registration fee, KES 5,500
- Assessment fee KES. 80,000, payable after review of the documents.

For details, email [examinations@kiseb.or.ke](mailto:examinations@kiseb.or.ke)

### **In Conclusion**

- Efficient time management will help you minimise the course duration.
- Instructions for navigating the student portal are attached.

**Thank you, and best wishes for your success!**