



SUPPLIES PRACTITIONERS MANAGEMENT ACT
(*Cap. 537*)

SUPPLIES PRACTITIONERS MANAGEMENT (EXAMINATION) REGULATIONS
2026

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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, in consultation with the Council, makes the following Regulations—

SUPPLIES PRACTITIONERS MANAGEMENT (EXAMINATION) REGULATIONS 2026

PART I — PRELIMINARY PROVISIONS

Citation **1.** These Regulations may be cited as the Supplies Practitioners Management (Examination) Regulations 2026.

Interpretation **2.** In these Regulations—

Cap. 537 “Act” means the Supplies Practitioners Management Act;

“accreditation” means the recognition of an institution as qualified to offer training, in courses examinable by the Examinations Board;

“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;

“area co-ordinator” means a person appointed by the Examinations Board to manage an examination at the sub-county level;

“Cabinet Secretary” means the Cabinet Secretary for the time responsible for matters responsible for Finance;

“candidate” means a natural person registered by the Examinations Board to undertake an examination;

“chief invigilator” means a person appointed by the Examinations Board to manage an examination at an examinations centre;

“examination” means an assessment of a candidate’s knowledge or skills in supply chain management or related field, administered by the Examinations Board,;

“Examinations Board” means the Kenya Institute of Supplies Examination Board established pursuant to section 12(1) of the Act;

“industry-based learning” means a form of learning undertaken by a candidate, in a supply chain management related environment, to develop relevant professional experience;

“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;

“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; and

“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.

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 in supply chain management, for purposes of registration as a member of the Institute;
- (b) a person seeking post-qualification certification in supply chain management;
- (c) an institution offering training in subjects examinable by the Examinations Board;
- (d) a person publishing material for preparation of a candidate undertaking an examination administered by the Examinations Board;
- (e) 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, in consultation with the Council and other relevant stakeholders, develop the syllabuses for certification of professionals in supply chain management.

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 employment, 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;
 - (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 establish availability of 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 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) The procedure for application and consideration of a renewal of accreditation shall be in the same manner set out for application for accreditation, under regulation 9.

Register of accredited institutions

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

Inspection of
accredited
institutions

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

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.

(4) 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.

(5) 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.

(6) 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 receipt of the inspection report;
- (b) suspend the accreditation certification for a period not exceeding ninety days; or

(c) revoke the accreditation certification.

(7) 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.

(8) 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 undertake 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, diploma, degree, 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 Act.

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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 regulation 17, the Examinations Board shall approve the registration and enroll the applicant as a candidate; or

- (3) Where the Examinations Board finds that an applicant does not meet the criteria for registration set out under regulation 17, the Examinations Board may 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. A candidate shall book an examination, at least thirty days before the date of the examination specified in the examination schedule, and pay the examination booking fee specified in 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 to the date of the examination.

(2) A candidate who books an examination outside the specified period shall pay the late booking fee specified under the Second Schedule.

Duration of
registration

23. (1) A candidate enrolled to sit an examination under this Regulation shall complete the examination 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-professional qualification courses, from the date of enrolment.

(2) A candidate who fails to complete their examination within the specified duration may 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 and pay the renewal fee specified in the Second Schedule.

(2) A candidate who fails to renew the candidate's registration for three consecutive years from the date of registration, may be de-registered by the Examinations Board.

(3) Where the Examinations Board de-registers a candidate, the Examinations Board may 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, at least fifteen days before the examination date specified in the examination schedule, notify the Examinations Board of their intention to defer sitting the examination.
- (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, consider an application for deferral received outside the notice period, where—
- (a) the candidate experiences technological or logistical challenges that 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 Board shall refund the candidate an equivalent of 50% of the examination booking fee, paid by the candidate.

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) invigilator;
- (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) confirm the identity of candidates during each examination session;
- (c) distribute examination materials to the candidates;

- (d) monitor the conduct of examinations in each examination room including collecting evidence of examination malpractice;
- (e) collect examination materials from each candidate at the end of each examination session;
- (f) pack all examination materials after each examination session under the supervision of the chief invigilator;
- (g) report any incidences related to the conduct of examinations to the chief invigilator; 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—

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- (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 personal information 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.

Issuance of
certificates

(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.

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 Examinations Board may issue candidates with paper- based or digital certificates.

(3) Where the certificate is paper- based, a candidate shall collect his or her certificate in person at the offices of the Examinations Board

(4) Where candidate is unable to collect his or her certificate in person at the offices of the Examinations Board, the candidate shall provide in writing, a reliable address for the postage of the certificate by registered mail.

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

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

PART V— INDUSTRY BASED LEARNING

Requirement for
Industrial Based
Learning

37. (1) On successful completion of the final examination administered by the Examinations Board for professional certification, a candidate shall, undertake industry- based learning in a suitable supply chain management practice environment.

(2) Industry- based learning may include industrial attachment, internship, apprenticeship, co-operative education, a mentorship programme, capstone, industry-linked projects, or virtual or simulated workplace engagements.

(3) A candidate shall undertake the industry- based learning programme for at least twelve weeks and pay the industry-based learning assessment fee prescribed under the Second Schedule.

Assessment of
Industrial Based
Learning

- 38.** The Examinations Board shall assess progress of the candidate undertaking the industry-based learning programme to establish that—
- (a) the work environment provides the candidate with the opportunity to have an insight into the practical application of their skills and knowledge in supply chain management;
 - (b) the candidate obtains knowledge of potential careers and develops new areas of interest; and
 - (c) the candidate maintains a high standard of discipline and adherence to the rules governing the work place.

Completion of
Industrial Based
Learning

- 39.** On completion of the industry- based learning programme, the candidate shall prepare and submit a report to the Examinations Board on the activities undertaken by the candidate during the programme

PART VI— EXAMINATION BREACHES

Examination
breaches by
agents of the
Examinations
Board

- 40.** 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 induce, solicits or influences an agent or candidate, to gain advantage;
 - (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

- 41.** 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 an agent to gain advantage in an examination.

Lodging of a
complaint

- 42.** (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) 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
 - (vii) the relief or redress sought; and
 - (viii) evidence in support of the complaint.

Investigation of
exam breaches

- 43.** (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.

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- (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.

- 44.** (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.

- (3) 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

- 45.** (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

46. 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 VII—MISCELLANEOUS PROVISIONS

Credit Transfer

47. (1) A person holding a diploma, degree, professional qualification or any other qualification which person considers as equivalent to the qualification awarded by the Examinations Board, may apply to the Examinations Board for recognition of the courses or academic credits completed elsewhere and exemption from sitting 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—

- (a) consult the relevant bodies for purposes of equating certificates;
- (b) equate certification issued by other national or foreign examination bodies, to its certificates.

Retention of
examination paper

48. (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.

Conferment of
qualification

49. (1) The Examinations Board may, in a ceremony, confer a qualification on a candidate who satisfies the requirements for that qualification.

(2) A candidate who wishes to participate in the conferment ceremony shall pay the conferment fee set out in the Second Schedule.

Authentication of
results

50. (1) The Examinations Board may, upon request by an institution of learning, prospective employer or other interested party, authenticate a certificate or examination results issued by the Examinations Board in line with these regulations.

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

Confirmation of
results by
candidate

51. (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 a certificate or examination results.

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

Letter of
Certification

52. (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

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

Made on the 2026.

Cabinet Secretary for the National Treasury and Economic Planning

FIRST SCHEDULE

FORMS

FORM 1—APPLICATION FOR ACCREDITATION

FORM 2 — APPLICATION FOR REGISTRATION OF CANDIDATES/ EXEMPTION

FORM 3— APPLICATION FOR RE-MARKING

PUBLIC PARTICIPATION

SECOND SCHEDULE

FEES

S/no	Type of Accreditation	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.	Registration of candidates	Professional Course (CPSP)- 5,500 Diploma Course (APS)- 5,000 Certificate Course- 3,500
6.	Late Registration Fee	Professional Course (CPSP)- 8,000 Diploma Course (APS)- 7,000 Certificate Course- 4,500
7.	Examination Booking Fee	Diploma Course (APS) Level 1- 2,500 per paper Diploma Course (APS) Level 2- 3,500 per paper Diploma Course (APS) Level 3- 3,500 per paper Professional Course (CPSP) Part 1- 3,000 per paper Professional Course (CPSP) Part 2- 4,000 per paper Professional Course (CPSP) Part 3- 5,500 per paper Certificate Course Level 1- 1000 Certificate Course Level 2- 1500
8.	Late Examination Booking Fee	25% of exam fee per paper
9.	Registration Renewal Fee	Diploma Course (APS)- 1,200 Professional Course (CPSP)-1,500 Certificate Course- 1000
10.	Registration Re-instatement Charge	Diploma Course (APS) - 4000 Professional Course CPSP- 5500 Certificate Course- 3500
11.	Examination Deferment Charge	15% of the applicable examination fee
12.	Withdrawal Charge	50% of the Examination Fee
13.	Examination Remarking Charge	Diploma Course (APS)- 5000 Professional Course (CPSP) 7500 Certificate Course- 5000

14.	Certificate Storage Charge	100 per month
15.	Industrial Based Learning Assessment Fee	Professional Course (CPSP) and Diploma Course (APS)- 15000 Certificate Course- 12000
16.	Exemption and Credit Transfer fee	Professional Course (CPSP) Part I 3750 Professional Course (CPSP) Part II 5250 Professional Course (CPSP) Part III 5250
17.	Confirmation of certification fee for student	500
18.	Authentication of certificates	1000
19.	Letter of certification	3000
20.	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 (18), 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 where 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 may be used; 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 _____

PUBLIC PARTICIPATION