



# THE KENYA NATIONAL EXAMINATIONS COUNCIL

KNEC/TD/SE/TT/PTE/2013/003

## 2013 PRIMARY TEACHER EDUCATION (PTE) EXAMINATION TIMETABLE & INSTRUCTIONS

### 1.0 GENERAL INSTRUCTIONS

1.1 The time allowed for each paper is indicated against the name of the paper and ***NO EXTRA TIME IS TO BE ALLOWED***. In case of any discrepancy, the time stated on the question paper must be taken as correct. Visually challenged candidates will ***NOT*** be given extra time other than what is stated on their respective papers. Any time allocated to reading through questions, studying maps etc, is included in the total time shown, except when special paper instructions indicate otherwise.

### 1.2 IMPORTANT NOTICE

- 1.2.1 Your attention is drawn to the regulations governing the conduct of candidates on the back page.  
 1.2.2 Supervisors and invigilators ***MUST*** ensure that candidates have written their names and index numbers on their answer scripts before they take the scripts from the candidates.  
 1.2.3 Trainers should ensure that the candidates take note of the instructions given at the back and are aware of the penalties for irregularities or misconduct.

### 2.0 EXAMINATION PERIOD AND DATES

	DAY	PERIOD	ITEM NO	PAPER CODE	PAPER/SUBJECT NAME	DURATION
2.1	TUESDAY 23/07/2013	8.30 am – 10.45 am (1 <sup>st</sup> session)	1.	2011/1	Mathematics Paper 1	2 hrs 15 Mins
		8.30 am – 11.00 am (1 <sup>st</sup> session)	2.	3014/1	Art & Craft Paper 1	2 hrs 30 mins
		11.00 am – 11.30 am			<b>BREAK</b>	<b>30 mins</b>
		11.30 am – 2.30 pm (2 <sup>nd</sup> session)	3.	1011	Education	3 hrs
2.2	WEDNESDAY 24/07/2013	8.30 am – 11.00 am (1 <sup>st</sup> session)	4.	3013/1	Social Studies	2 hrs 30 mins
			5.	2012	Science	2 hrs 30 mins
		11.00 am – 11.30 am			<b>BREAK</b>	<b>30 mins</b>
		11.30 am – 1.30 pm (2 <sup>nd</sup> session)	6.	1013/1	Kiswahili Paper 1	2 hrs
2.3	THURSDAY 25/07/2013	8.30 am – 11.00 am (1 <sup>st</sup> session)	7.	1012/1	English Paper 1	2 hrs 30 mins
		11.00 am – 11.30 am			<b>BREAK</b>	<b>30 mins</b>
		11.30 am – 2.00 pm (2 <sup>nd</sup> session)	8.	3013/2	Social Studies Paper 2	2 hrs 30 mins
		11.30 am – 1.45 pm (2 <sup>nd</sup> session)	9.	2011/2	Mathematics Paper 2	2 hrs 15 mins
2.4	FRIDAY 26/07/2013	8.30 am – 11.30 am (1 <sup>st</sup> session)	10.	3014/2	Art & Craft Paper 2	3 hrs
		8.30 am – 11.00 am (1 <sup>st</sup> session)	11.	2014	Home Science	2hrs 30 mins
2.5	MONDAY 29/07/2013	8.30 am – 11.00 am (1 <sup>st</sup> session)	12.	1014	Physical Education	2 hrs 30 mins
		11.00 am – 11.30 am			<b>BREAK</b>	<b>30 mins</b>
		11.30 am – 2.00 pm (2 <sup>nd</sup> session)	13.	3011	CRE	2 hrs 30mins
			14.	3012	IRE	2 hrs 30 mins
2.6	TUESDAY 30/07/2013	8.30 am – 11.00 am (1 <sup>st</sup> session)	15.	1013/2	Kiswahili Paper 2	2 hrs 30 mins
		11.00 am – 11.30 am			<b>BREAK</b>	<b>30 mins</b>
		11.30 am – 2.00 pm (2 <sup>nd</sup> session)	16.	2013	Agriculture	2 hrs 30mins
			17.	3015	Music	2 hrs 30mins
2.7	WEDNESDAY 31/07/2013	8.30 am – 11.30 am (1 <sup>st</sup> session)	18.	1012/2	English Paper 2	3 hrs

### 3.0 INSTRUCTIONS TO SUPERVISORS, INVIGILATORS, TEACHER TRAINERS AND CANDIDATES

- 3.1 Teacher Trainers are advised to ensure that their candidates are carefully drilled on how to carry out the instructions given below and are aware of the penalties for irregularities or misconduct. Candidates are required to follow these instructions carefully.

### 3.2 GENERAL INSTRUCTIONS TO CANDIDATES

- 3.2.1 Be at your seat in the examination room five minutes before the time fixed for the examination in the various papers. The first session will normally start at **8.30am** and the second session will start at **11.00 am**. There will be a **30 minutes** break between the sessions.
- 3.2.2 A candidate who arrives late will be required to give a satisfactory reason to the supervisor. Except in exceptional circumstances, a paper will not be given to any candidate who is more than **half an hour** late. Absolute punctuality is essential for certain papers.
- 3.2.3 If an examination paper for which you are not entered is handed to you, or if the questions indicated that a map or other material should also have been given out, inform the Supervisor at once.
- 3.2.4 Attend carefully to any general directions that may be given at the head of a paper, e.g. directions limiting the number of questions that should be answered.
- 3.2.5 Check to ensure that each page of your question paper is printed.
- 3.2.6 Write your name, your random index number as well as the name of the subject on the first page of the booklet. **Your index number must be written in clear figures in the space provided.**
- 3.2.7 Write on both sides of the paper, but do not use the margins. Begin the answer to each separate part of a question on a fresh line.
- 3.2.8 Write the number of the question clearly in the left-hand margin at the beginning of each answer. Do not copy the question. Be careful to use the same system of numbering as appears in the question paper. Leave a blank line after the answer to each question.
- 3.2.9 Write your answer with **black or blue** ink. You may use fountain pen or ballpoint pen. Pencils should only be used for diagrams. Bring mathematical and drawing instruments for subjects for which they will be needed.
- 3.2.10 Read each question carefully. Much time may be wasted in writing down information that is not asked for and no marks are given for it.
- 3.2.11 Do not write so much upon one or two question as to leave yourself not enough time to answer others, which you are able to answer.
- 3.2.12 As soon as notice is given to stop, make sure your index number is written on the booklet and then hand over to the supervisor.
- 3.2.13 Withdrawal from the examinations should have been notified to the Council **three months** before the start of the examination.

### 3.3 CAUTION TO THE CANDIDATES

- 3.3.1 You are not allowed to leave the examination room before the end of the period allocated to the paper except with special permission from the supervisor. **NO CANDIDATE SO PERMITTED TO LEAVE MAY TAKE QUESTION PAPERS OUT OF THE EXAMINATION ROOM.**
- 3.3.2 Do not leave a sheet of paper you have written on or your answer in such a position that another candidate can read them. You should not give or obtain unfair assistance, or attempt to do so, whether by copying or in any form and your work should not show proof of such unfair assistance.
- 3.3.3 No communication whatsoever in whatever manner between candidates or with outsiders is allowed during the examination.
- 3.3.4 You are not allowed to have in your possession or in your proximity while in the examination room, any books, notes, papers or any other materials whatsoever except the correct question papers and any materials expressly authorized by the Kenya National Examinations Council.
- 3.3.5 You may only use mathematical tables printed by the Kenya National Examinations council, and these should not contain any additional notes except the printed information. If you are using a calculator as permitted by the Regulations, it should be the specified non programmable calculator. If in doubt, check with the supervisor.
- 3.3.6 You must return immediately to the supervisor any question paper that has smudges or is badly printed.
- 3.3.7 You must not take any used or unused writing papers out of the examination room. Any rough work must be done on the official answer papers and, if not to be submitted with the answers, must be left on the desk to be collected by the supervisor and destroyed.
- 3.3.8 Any misconduct or causing of disturbance in or near the examination room will be treated as an examination irregularity.
- 3.3.9 **Note that cell phones** are prohibited in examination centres. Any candidate caught in possession of a cell phone will have their results cancelled.

### 3.4 PENALTY FOR EXAMINATION IRREGULARITY

- 3.4.1 The KNEC Act 2012 rules and regulations, offences and penalties stated in **sections 27 to 40** for cases of examination irregularities will apply. Some of the highlights in these sections state that:-
- 3.4.1.1 A candidate who commits an examination irregularity in any paper will have the results for the **WHOLE SUBJECT** cancelled. Such a candidate will not be entitled to a result and will be awarded result "Y" overall.
- 3.4.1.2 If there is evidence of wide-spread irregularities in any centre, the whole examination results for the whole centre will be cancelled.
- 3.4.1.3 **Any person who:-**
- a) gains access to examination material and knowingly reveals the contents, whether orally or in writing, to an unauthorized party, whether a candidate or not will violate **section 27** and the penalty will be imprisonment for a term not exceeding **ten years**, or a fine not exceeding **two million shillings** or both.
  - b) willfully and maliciously damages examination material will violate **section 30** and the penalty will be imprisonment for a term not exceeding **two years** or a fine not exceeding **five million shillings** or both.
  - c) is not registered to take a particular Council's examination but, with intent to **impersonate**, presents or attempts to present himself to take the part of an enrolled candidate, shall be guilty of an offence and liable to imprisonment for a term not exceeding **one year** or a fine not exceeding **two million shillings** or both and shall be prohibited from taking an examination conducted by or on behalf of the Council for a period of **three years**.

COUNCIL SECRETARY/CHIEF EXECUTIVE OFFICER