



COVID-19 MANAGEMENT PROTOCOLS DURING THE ADMINISTRATION OF kasneb EXAMINATIONS AND RELATED PROCESSES

I. INTRODUCTION

The COVID-19 pandemic was first reported in Kenya in March 2020. Immediately after this, the Government instituted a number of measures to mitigate against the spread of the pandemic. These measures included the closure of educational institutions, social distancing and restrictions on movement of people.

One of the significant impacts of Covid-19 and related control measures on kasneb has been the postponement of the May 2020 examinations. These examinations were initially rescheduled to July 2020 and subsequently to September 2020. However, the COVID-19 circumstances prevalent in the country in both July 2020 and September 2020 were not conducive to the administration of examinations.

Following the above developments affecting the conduct of examinations, kasneb eventually postponed the examinations to November 2020. As part of preparations for the examinations, kasneb wrote to its parent Ministry, The National Treasury and Planning, to facilitate the necessary approvals from the Ministry of Health, Ministry of Education, Ministry of Foreign Affairs and Ministry of ICT, Innovation and Youth Affairs.

The Ministry of Education has granted kasneb approval to conduct its examinations from Monday, 23 November 2020 to Monday, 30 November 2020. On its part, the Ministry of Health has also granted kasneb authority to conduct its examinations across various centres in the country subject to complying with some specified protocols. Further, the Ministry of ICT has granted kasneb approval to commence the procurement process for a service provider for computer based testing.

kasneb is however still awaiting information from the Ministry of Foreign Affairs on the level of preparedness of various Kenyan Embassies and High Commissions to conduct the November 2020 examinations for candidates based outside Kenya, as earlier requested through The National Treasury and Planning.

II. COVID-19 MANAGEMENT PROTOCOLS DURING THE ADMINISTRATION OF kasneb EXAMINATIONS AND RELATED PROCESSES

These protocols are based on the existing protocols and guidelines issued by the Ministry of Health on control and management of Covid-19 in Kenya, specific additional measures from the Ministry of Health to kasneb and other general guidelines developed by kasneb to reduce the risk of COVID-19 transmission.

These protocols cover the following internal and external examinations processes, among others:

1. Printing and packing of examinations.

2. Delivery of examinations and examinations stationery.
3. Conduct, invigilation and supervision of examinations at examination centres.
4. Return of examinations answer booklets to kasneb.
5. Marking of examinations.

(a) Standard protocols on examination related activities

- (i) All persons involved in the preparations for, actual administration and marking of examinations and candidates shall be oriented on the protocols on management and control of COVID-19.
- (ii) All persons engaged in the examination processes and candidates shall wear masks at all times including in the examination centres.
- (iii) There will be temperature checks for candidates and for all persons engaged in the preparation for examinations, printing and packing of examinations and stationery, delivery of examinations, supervision and invigilation, marking and all other related processes.
- (iv) There shall be a register maintained at the entrance to the examination centres to record names and contacts of all persons entering the examination centre.
- (v) Social distancing shall be maintained at all times including during the packing of examinations and stationery, sorting of examinations, delivery of and daily collection of examinations for administration, actual examination sittings, marking and return of scripts. Social distancing shall be maintained at 1.5 metres, or the equivalence of 30% of a room's capacity, as applicable.
- (vi) Examination rooms will be disinfected after every session including furniture, door handles and similar commonly handled places and wash rooms. In addition, the examinations printing premises and the rooms used for packing and sorting examinations, plus the vehicles used for delivery of examinations, examinations stationery and answer booklets will be disinfected.
- (vii) There will be a designated isolation room in each examination centre for holding of suspected COVID-19 cases prior to receiving medical attention. The examination centre coordinator shall also identify the nearest suitable health facility for referring suspected cases.
- (viii) There will be adequate washing points with water and liquid soap, or sanitisers, located at strategic entry and other points within the examinations centre. A ratio of one washing point for every thirty candidates may be used as a general guide. All persons will be required to wash or sanitise their hands as they enter and leave an examinations room.
- (ix) Every examination centre shall provide well labelled disposal bins, ideally the pedal-operated types, to be located at strategic places within the examination centre.
- (x) There shall be clear signage/markings to guide the persons in the premises on the physical distancing arrangements and the other protocols in place, including the procedure for disposal of face masks.
- (xi) The examination rooms shall be well and naturally ventilated with open windows and doors.
- (xii) The Chief invigilators and invigilators shall ensure candidates avoid congregating outside the examinations room. Candidates who have completed their examination sessions for the day shall be advised to immediately leave the examination centre.

(b) Other protocols and guidelines

Further to the above protocols, the following shall be observed by candidates, invigilators, coordinators, supervisors and kasneb staff involved in the examinations preparation and administration processes.

- (i) Persons with temperature above 37.5 degrees Celsius shall not be permitted to engage in any of the above activities and for candidates, they shall not be allowed to sit examinations but will instead be referred to the nearest medical facility for appropriate attention.
- (ii) Invigilators, supervisors, coordinators, candidates, markers and kasneb staff involved in the examinations processes who exhibit symptoms associated with COVID-19, including fever, persistent dry cough, difficulty in breathing among others shall not report for duty or examinations but shall instead inform their supervisors where applicable and thereafter arrange to seek medical attention.
- (iii) Invigilators, supervisors, coordinators, candidates, markers or other persons who exhibit COVID-19 symptoms while at an examinations/marketing centre shall be transferred to an isolation room pending medical attention.
- (iv) Each Chief invigilator will be provided with two sanitisers for use by the invigilation team. Chief invigilators and invigilators shall sanitise their hands before opening question papers and answer booklets and upon packing the answer scripts. Only Chief Invigilators are allowed to open question papers, and only in the presence of candidates as per kasneb's policy.
- (v) Invigilators shall not handle IDs, timetables and other documentations from candidates. Instead, these shall be displayed by candidates for verification by the invigilators.
- (vi) Candidates are advised to report at least one and a half hours before the start of examinations in order to familiarise themselves with the protocols at the examinations centre and facilitate timely identification and other preparatory processes before the commencement of examinations.
- (vii) Candidates, markers and other agents at the examination/marketing centres are free to carry their own sanitisers not exceeding 100 ml.
- (viii) Candidates will be expected to extend maximum cooperation to invigilators during the conduct of examinations in ensuring compliance with these protocols and other examination rules and regulations.

All persons involved in the preparation, administration and marking of examinations and candidates are required to ensure full compliance with these protocols and other Government regulations in order to ensure the successful administration and marking of examinations and for their own safety against COVID-19.

Secretary/Chief Executive Officer

Tuesday, 6 October 2020