



Certified Information Systems Solutions Expert

CISSE

EXAMINATION

ICT PROJECT

Guidelines to the ICT Project

Candidates undertaking the ICT Project will be expected to adhere to the following guidelines:

1. Project Proposal

The project proposal should contain the following items:

(a) Title page

- The project title
- Telephone and e-mail address
- Project supervisor
- Examination sitting (April, August or December)

(b) Background to the proposed system

- Numbered objectives of the proposed system
- Background narrative of the proposed system
- A feasibility report

(c) Information on software and hardware

Students are advised that the use of wizards, simple macros and website information pages does not demonstrate mastery of program development of the level expected of CISSE qualification.

(d) Schedule of tasks/subtasks

A detailed tasks schedule with clear sub-tasks should be provided in a tabular form. Each tasks/sub-task should include the name, duration, expected start date, expected end date and deliverable columns.

(e) Gantt Chart

A Gantt chart should be linked to the tasks/subtasks identified in (d) above.

Candidates are expected to use project management tools learnt in previous examination units of the CISSE qualification to accomplish activities (d) and (e) above.

(f) References

References from current literature should be availed using a standard referencing style.

In addition, the following should be observed during the presentation of the project proposal:

(g) Supervisor/Training institution comments

A candidate should identify a supervisor from an accredited training institution. The supervisor should make his independent comments on the proposal in form of a letter to kasneb. The letter should be stamped by the training institution and signed by the supervisor and should be forwarded to kasneb alongside the project proposal.

(h) Packaging

The project proposal should be neatly bound.

2. The Project Report

The project report should include the following:

(a) Title page

(b) Declaration page

Each candidate is required to include a one paragraph declaration of the originality of their project work. The declaration should be dated and duly signed by the candidate.

All candidates are cautioned against plagiarism as it will lead to cancellation of the affected candidate's project work.

(c) Table of contents

(d) Sections on:

- Introduction
- Analysis
- Design
- Testing
- Systems maintenance (technical) manual
- User manual
- An appraisal of the project/conclusion
- Appendices showing for example;
 - o Input documents
 - o Annotated program listings
 - o Test runs, annotated and cross-referenced test data

Candidates will be required to submit a neatly **bound hard copy** of the project report and a **soft copy** of both the report and the developed information system in form of a flash drive.

3. Project Presentation

A candidate will be expected to present his/her ICT Project to a panel of kasneb examiners. The presentation will last for 15 – 20 minutes.

During the presentation date, the candidate will be required to have the following:

- (a) A short PowerPoint presentation (of about 5-8 slides) introducing his/her project.
- (b) A laptop containing the developed information system.

Candidates will be contacted by phone and e-mail informing them the date that they will be required to present and defend their project work.

4. Marking of the ICT project

The table below indicates the weighting given to the various elements of the project:

	Section	Maximum marks Awarded (%)
1	Project Proposal	11
2	Analysis	20
3	Design	25
4	Coding and testing	14
5	Presentation	10
6	Project report	20
	Total	100

5. Timelines

Students are advised to adhere to the following ICT project time lines:

5.1 Candidates who wish to undertake their project work and complete in the **April** examination sitting will be expected to adhere to the following timelines: -

Milestone	Date (s)
Submission of project proposal	30 January
Project execution	25 April
Submission of reports to KASNEB	30 April
Project presentation to KASNEB examiners	5-10 May

5.2 Candidates who wish to undertake their project work and complete in the **August** examination sitting will be expected to adhere to the following timelines:

Milestone	Date (s)
Submission of project proposal	30 May
Project execution	25 August
Submission of reports to KASNEB	30 August
Project presentation to KASNEB examiners	5-10 September

5.3 Candidates who wish to undertake their project work and complete in the **December** examination sitting will be expected to adhere to the following timelines:

Milestone	Date (s)
Submission of project proposal	30 September
Project execution	1 December
Submission of reports to KASNEB	5 December
Project presentation to KASNEB examiners	15 – 20 December

6. Further Information

Detailed information on the guidelines (ICT Project Guidelines) can be downloaded from the kasneb website: www.kasneb.or.ke.

5 MAY 2026

KASNEB

CISSE PROFESSIONAL EXAMINATION – PROJECT WORK SCORE SHEET/ASSESSMENT FORM

CANDIDATE'S NUMBER:..... EXAMINATION SITTING.....SCORE (%).....

No.		ITEM	SUB-ITEM	MAX-SCORE	MARKS AWARDED	EXAMINERS REMARKS
1	PROJECT PROPOSAL	Problem statement	Identification of a real life problem	1		
		Back ground to the problem	How the current system works	1		
			Inputs/outputs	1		
		Proposed solution	Application of available hardware and software in the institution to solve the problem	1		
			Setting the project objectives	1		
			Analysis of real problem	1		
			Specification of possible solutions	1		
			Application of appropriate principles and techniques	1		
			Implementation of computing logic in solving the problem	1		

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No.		ITEM	SUB-ITEM	MAX-SCORE	MARKS AWARDED	EXAMINERS REMARKS
			Possible constraints to the proposed solution	1		
		Schedule of activities	Application of appropriate project planning techniques and principles	1		
			TOTAL	11		
2.1	ANALYSIS	Analysis	Input data	2		
			Processes	2		
			Output information (reports and analysis)	2		
			Creativity	2		
			Investigation	2		
			Objectives of the new system	2		
			Constraints	1		
			Limitations of the existing system	1		
			Proposed solution	2		
			TOTAL	16		
2.2	DESIGN	System design	Design/Conceptual model	2		
			Input data-, format and Validation	3		
			Naming convention	1		
			Data validation	1		
			Output	2		
			The user interface	3		
			Charts showing overall system design	2		
			Module design and specification	2		
			Security and backup design	2		

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No.		ITEM	SUB-ITEM	MAX-SCORE	MARKS AWARDED	EXAMINERS REMARKS
		Testing strategy	Logical testing	1		
			Functional testing	1		
			System testing	1		
			Recovery testing	2		
			TOTAL	23		
2.3	SYSTEM CODING	Code	Use of appropriate programming languages	2		
			Well written and documented programs	2		
2.4	SYSTEM TESTING	Testing	Testing objectives	1		
			Designing a test plan	2		
			Drawing up a test plan	1		
			Selecting test data	1		
			Presenting test results	1		
			TOTAL	10		
2.5	PRESENTATION	Mastery of content	Presentation in own words (not written)	1		
			Ability to respond to questions	1		
			Confidence	1		
			Relevance of presentation	1		
			Flow and Coherence	1		
		Use of visual aids	Clarity	1		
			Creativity	1		
			Communication	1		
		General appearance	Grooming, mannerisms and etiquette	1		
		Time Management		1		
		TOTAL	10			
3	THE PROJECT	Title page		1		
		Table of contents		1		

KASNEB

No.		ITEM	SUB-ITEM	MAX-SCORE	MARKS AWARDED	EXAMINERS REMARKS
	REPORT	Sections on:	Analysis	4		
			Design	8		
			Testing	4		
			Systems maintenance (technical) manual	3		
			User manual	3		
			An appraisal of the project	2		
		Appendices showing:	Input documents	1		
			Annotated program listings	1		
			Test runs	1		
			Annotated and cross- reference test plans	1		
			TOTAL	30		

Examiner's Name.....

Signature.....

Date.....