

Exemptions will be granted on a paper by paper basis and will be granted to applicants who are deemed to have adequately covered the content of the paper(s) for which they have applied for exemption.

The detailed exemption schedules are available on the kasneb website www.kasneb.or.ke

3.2.1 Exemptions for holders of kasneb qualifications

- (a) Exemptions will be granted for all common and similar papers in the diploma and professional examinations.
- (b) There will be no exemptions in the CAMS qualification.
- (c) In granting exemptions, consideration will also be given to the core areas of expertise of the person seeking exemption. For instance, a CPA graduate is considered to be proficient in accounting and therefore would be exempted in accounting papers in other professional examinations of kasneb.

3.2.2 Exemptions for holders of qualifications from universities and other examination bodies

Exemptions may be given to holders of degrees and diplomas from recognised universities, institutions of higher learning and other examination bodies. In order to qualify for exemption under this category, applicants must provide evidence of adequate coverage of the content of the papers for which they have applied for exemption.

3.2.3 Procedure for exemptions

Applicants seeking exemptions must complete the relevant application forms for exemption and pay the prescribed exemption fees. All applications for exemption must be accompanied by the relevant supporting documents.

Note: An exempted candidate is not allowed to enter for the exempted paper without prior authority from the Chief Executive Officer of kasneb. Any candidate who flouts this rule will automatically forfeit all exemptions granted to him/her.

3.2 RETENTION OF CREDITS

Credits for papers passed by candidates will be retained without limit.

3.3 PROGRESSION RULE

A candidate will not be allowed to enter a higher level of the examination before completing the lower level.

3.4 REGISTRATION RENEWAL

3.4.1 A registered student must renew the studentship registration annually on the first day of July provided that newly registered students will be required to renew their registration on the first day of July following the examination sitting to which they are first eligible to enter.

3.4.2 A student who without good cause fails to renew the registration within three months of the renewal date will be deemed to have allowed the registration to lapse and may thus forfeit the right to write the examination until the renewal position is regularised. The registration number of a student who fails to renew the registration for three consecutive years will be deactivated, that is, removed from the register of students and will thus not be able to book for examinations until the registration number is reactivated.

3.4.3 A student whose registration number is deactivated for failure to renew the registration may apply for reactivation provided that if the application is accepted, the student shall:

- (a) Pay the registration reactivation fee.
- (b) Pay three years of registration renewal fees.

3.5 RULES GOVERNING THE CONDUCT OF STUDENTS IN THE EXAMINATION ROOM

Kasneb will conduct examinations on both computer-based and paper-based platforms. The following rules mainly relate to paper-based examinations. Kasneb will be issuing additional rules specific to computer-based examinations in due course.

3.5.1 Candidates should present themselves for the examination at least 30 minutes before the scheduled time for the commencement of the examination they are taking.

3.5.2 A candidate who arrives half an hour or later after the commencement of the examination will not be allowed to take the examination nor will a candidate be permitted to leave the examination room until after the end of the first half hour since the commencement of the examination.

3.5.3 Each candidate is assigned a registration number upon registration as a student of kasneb. The candidate must sit at the place indicated by that number in the examination room. The registration number must be entered in the space provided at

the top right-hand corner of each answer sheet. The name of the candidate **must not** appear anywhere on the answer sheet.

3.5.4 Each answer sheet has a serial number indicated on the top, left hand side of the answer sheet which shall be indicated in the signature register.

3.5.5 Examination stationery will be provided in the examination room, but candidates must bring their own blue or black ink pens, pencils, and rulers.

3.5.6 **Mobile phones are strictly not allowed in the examination room.**

3.5.7 No stationery whatsoever may be removed from the examination room including examination question papers, answer booklets, or answer sheets.

3.5.8 Candidates are allowed to use calculators provided that such calculators are noiseless, cordless and non-programmable.

3.5.9 Smoking is **not** allowed in the examination room and strict **silence** must be observed during the entire duration of the examination.

3.6.9 Candidates will be required to positively identify themselves to the chief invigilator by producing their student identification cards and the national identity cards. Non-Kenyan candidates will be required to produce other relevant identification documents such as passports.

3.6.10 Candidates with confirmed disabilities may apply to kasneb to be allowed extra time during examinations. Such application should be made at least two months prior to the examination.

3.6.11 Candidates must produce the timetables (Authority to sit the Examination) in order to be allowed to take the examination. Candidates may download their timetables (Authority to sit the Examination) from the kasneb website or through the e-kasneb. The downloaded timetables may be used as authority to sit the examination.

3.6.12 Candidates must not leave the examination room before their answer booklets are collected by the invigilators.

3.6.13 Candidates must not leave the examination room before their answer booklets are collected by the invigilators.

3.6.14 kasneb is mandated by the Accountants Act, 2008 under Section 17 (1)(e) to investigate and determine cases involving indiscipline by students registered with kasneb. Section 42 of the Act further defines examination offences that are punishable under the law and the applicable penalties.

3.6.15 Disciplinary action will be taken against candidates who breach the examination rules and regulations of kasneb. A breach of the examination rules and regulations of kasneb shall include but is not limited to the following:

3.7 ACTION FOR BREACH OF EXAMINATION RULES AND REGULATIONS

(a) Deficiency in identification.

(b) Impersonation.

(c) Collusion.

(d) Possession of a mobile phone in the examination room.

(e) Possession of notes in the examination room.

(f) Taking away answer booklets.

(g) Writing of names on the scripts.

(h) Carrying the examination question papers from the examination room.

(a) De-registration as a student of kasneb.

(b) Cancellation of registration number.

(c) Nullification of candidate's results.

(d) Prohibition from taking examinations of kasneb.

(e) Written reprimand and warning.

3.7.3 Certain breaches of the rules and regulations amount to breaches of the law. In such cases, candidates will be handed over to the police for investigations and appropriate legal action.

Section 42 of the Accountants Act, 2008 provides for liability on conviction to imprisonment for a term not exceeding three years, or to a fine not exceeding one hundred thousand shillings, for offences related to examination matters as listed whether in writing or in any other form, whether a candidate or not,

Students can now apply for kasneb certificate and diploma courses through the Kenya Universities and Colleges Central Placement Service (KUCCPS).

In addition, students can access online learning materials available in various databases free of charge through a link on the kasneb website or through <http://library.kasneb.or.ke>

FEE STRUCTURE: EFFECTIVE FROM 1 JULY 2021

1. REGISTRATION FEES	Registration fee		Annual registration renewal fee		Registration reactivation fee	
	Ksh.	US\$	Ksh.	US\$	Ksh.	US\$
1.1 Vocational Certificate - E&I/GD/BCT/I&CS	2,000	35	1,000	18	1,500	25
1.2 Certificate Examination - CAMS	3,500	60	1,200	20	2,000	35
1.3 Diploma Examinations - ATD/DDMA/DCNSA	6,000	100	1,600	30	3,000	50
1.4 Professional Examinations - CPA/CS/CIFA/CCP/CISSE	7,500	125	2,000	35	4,000	65
1.5 Post Professional Specialisation - CFFE	10,000	170	2,500	43	5,000	85
1.6 Holders of Foreign Accountancy/Secretaries/Investment and Financial Analysts Qualifications (FAQ/FSQ/FIFAQ)	40,000	665	20,000	335	15,000	250

2. EXAMINATION BOOKING FEES	Ksh.	US\$
2.1 VOCATIONAL CERTIFICATE EXAMINATIONS		
2.1.1 Entrepreneurship & Innovation - per paper	700	12
2.1.2 Graphic Design - per paper	2,400	40
2.1.3 Block Chain Technology - per paper	2,400	40
2.1.4 Information & Cyber Security - per paper	2,400	40
2.2 CERTIFICATE IN ACCOUNTING AND MANAGEMENT SKILLS (CAMS)		
Level I - per paper	800	14
Level II - per paper	1,000	18
2.3 DIPLOMA EXAMINATIONS		
2.3.1 ATD		
Level I - per paper	1,000	18
Level II - per paper	1,200	20
Level III - per paper	1,300	22
2.3.2 DIPLOMA IN DATA MANAGEMENT AND ANALYTICS (DDMA)		
Level I - per paper	1,000	18
Level II - per paper	2,400	45
Level III - per paper	3,200	60
2.3.3 DIPLOMA IN COMPUTER NETWORKS AND SYSTEMS ADMINISTRATION (DCNSA)		
Level I - per paper	1,000	18
Level II - per paper	2,400	45
Level III - per paper	3,200	60

	Ksh.	US\$
2.4 PROFESSIONAL EXAMINATIONS		
2.4.1 Certified Public Accountants (CPA)		
Foundation Level - per paper	1,400	27
Intermediate Level - per paper	2,400	45
Advanced Level - per paper	3,600	67
Practical paper Business & Data analytics	7,500	125
2.4.2 Certified Secretaries (CS)		
Foundation Level - per paper	1,400	27
Intermediate Level - per paper	2,400	45
Advanced Level- per paper	3,600	67
Research project:	10,000	167
2.4.3 Certified Investment And Financial Analysts (CIFA)		
Foundation Level - per paper	1,400	27
Intermediate Level - per paper	2,400	45
Advanced Level - per paper	3,600	67
Practical paper Financial Modelling and Data Analytics	7,500	125
2.4.4 Certified Credit Professionals (CCP)		
Foundation Level - per paper	1,400	27
Intermediate Level - per paper	2,400	45
Advanced Level - per paper	3,600	67
2.4.5 Certified Information System Solution Expert (CISSE)		
Foundation Level - per paper	1,400	27
Intermediate Level - per paper	2,400	45
Advanced: Electives 2 papers each per elective area (per paper)	3,600	67

	Ksh.	US\$
2.5 POST PROFESSIONAL SPECIALISATION EXAMINATION		
Certified Forensic Fraud Examiner (CFFE)		
Module I - per paper	5,000	83
Module II - per paper	6,000	100
Module III - per paper	7,000	117
3. EXEMPTION FEES		
3.1 DIPLOMA EXAMINATIONS		
ATD/DDMA/DCNSA		
Level I - per paper	1,500	25
3.2 PROFESSIONAL EXAMINATIONS		
CPA/CS/CIFA/CCP/CISSE		
Foundation Level - per paper	2,500	40
Intermediate Level - per paper	3,500	60
Advanced Level - per paper	4,500	75
POST PROFESSIONAL SPECIALISATION EXAMINATION		
CFFE		
Module I - per paper	2,500	40
Module II - per paper	3,500	60
Module III - per paper	4,500	75

kasneb STUDENT FEE COLLECTION ACCOUNTS	
Bank	Account Number
Kenya Commercial Bank Ltd. (KCB)	1203681194
National Bank of Kenya Ltd. (NBK)	01001031572601
Equity Bank Ltd.	0170299238025
Co-operative Bank of Kenya Ltd.	01129128535900
KCB dollar account for foreign students	1123096465

Persons with disability are entitled to a 25% discount on registration fee but must attach a copy of the NCPWD card

POST PROFESSIONAL SPECIALISATION



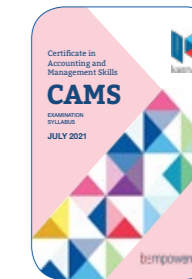
PROFESSIONAL



DIPLOMA



CERTIFICATE



VOCATIONAL CERTIFICATE



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