



**kasneb**

**kasneb** Towers, Hospital Road, Upper Hill, P. O. Box 41362 - 00100 Nairobi, Kenya  
Telephone: +254 020 4923000 Cellphone: +254 722201214 / +254 734600624  
Fax: +254 020 2712915 E-mail: [info@kasneb.or.ke](mailto:info@kasneb.or.ke) Website: [www.kasneb.or.ke](http://www.kasneb.or.ke)

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**CIRCULAR TO KASNEB STUDENTS, TRAINING INSTITUTIONS AND OTHER STAKEHOLDERS**

We wish to update you as follows:

**1. Changes affecting the delivery and examining of Accounting Technicians Diploma (ATD) examination**

- (a) The ATD Level I examination will be administered on a computer-based platform from the August 2023 sitting. To this end, Kasneb will contact all ATD Level I candidates after 10 July 2023 for a free training on how to sit for computer-based examinations (CBE).

ATD Level I candidates and all other candidates sitting for CBE examinations [(Vocational examinations, Certificate in Accounting and Management Skills (CAMS), Diploma in Data Management and Analytics (DDMA), Diploma in Computer Networks and Systems Administration (DCNSA), Certified Information Systems Solutions Expert (CISSE) and Certified Forensic Fraud Examiner (CFFE)] are therefore advised to book their examinations early in order to participate in the above trainings.

- (b) All ATD candidates (Level I, II and III) are required to attend tuition in accredited training institutions and sit for continuous assessment tests (CATs) in those institutions. The list of accredited training institutions can be accessed on the kasneb website [www.kasneb.or.ke](http://www.kasneb.or.ke) for ATD and CAMS.

- (c) CATs will constitute 15% of the total score in the final Kasneb examination.

The guidelines for administration of CATs were issued during the roll-out of CAMS but will be reissued again to training institutions. These guidelines are also available on [www.kasneb.or.ke](http://www.kasneb.or.ke).

**2. Operationalisation of additional Huduma Centres**

We are pleased to inform you that, in an effort to enhance service delivery to our students, Kasneb has opened service outlets in the following four (4) additional Huduma Centres with effect from Monday, 5 June 2023.

| Huduma Centre | Staff            | Telephone Number | Email Address  |
|---------------|------------------|------------------|--|
| Thika         | Abdullahi Halake | 0723066440       | <a href="mailto:abdullahi.halake@kasneb.or.ke">abdullahi.halake@kasneb.or.ke</a> |
| Meru          | Jamas M. Mutwiri | 0713822787       | <a href="mailto:jamas.mutwiri@kasneb.or.ke">jamas.mutwiri@kasneb.or.ke</a>       |
| Kakamega      | Joy L. Kolia     | 0712603434       | <a href="mailto:joy.kolia@kasneb.or.ke">joy.kolia@kasneb.or.ke</a>               |
| Kitale        | Enock K. Rotich  | 0729149359       | <a href="mailto:enock.rotich@kasneb.or.ke">enock.rotich@kasneb.or.ke</a>         |

This is in addition to the current Huduma Centres in Nairobi, Mombasa, Nyeri, Kisumu, Kisii and Eldoret.

**3. Workshops for CPA and CS April 2023 finalists**

- (a) The April 2023 CPA finalists who have sat and passed the Business Data Analytics paper will all be required to attend a one-day workshop on Ethics. In addition, those without one (1) year verified experience will be required to attend a one-week intensive workshop on Work Simulation. These workshops are planned to be organised in July 2023 and August 2023.

The templates for indicating practical experience will be emailed to the CPA finalists in due course. In addition, webinars will be organised by Kasneb to provide further guidance.

- (b) The April 2023 CS finalists will be required to attend a one-week intensive workshop on Research Methodology to be organised by Kasneb. Further details will be provided to the CS finalists. Candidates with recognised Masters degrees or Advocates with over five (5) years post-admission experience can apply for exemptions from the workshop through the students portal with hard copies of the documents also forwarded to [isaac.njuguna@kasneb.or.ke](mailto:isaac.njuguna@kasneb.or.ke) and copied to [ceo@kasneb.or.ke](mailto:ceo@kasneb.or.ke).

**4. Candidates booking for Business Data Analytics (CPA) and Financial Modelling and Data Analytics (CIFA) practical papers**

Candidates will be required to bring laptops for the examination. The candidates are advised to ensure they are proficient in Ms Excel (Version 2010 or above). Further details will be provided to the candidates through webinars and other forums.

**5. Cessation of transfers of Exemptions from the former Part I of Professional Examinations to the Intermediate Level**

As part of transition to the new syllabuses, Kasneb allowed candidates who had been exempted in units earlier under Part I and which had been moved to Intermediate Level to transfer the exemptions. These transitional exemptions were temporary.

Beginning 1 July 2023, exemptions earlier granted in papers that were under Part I of the professional examinations and which have now been moved to Intermediate Level will no longer be granted. Candidates wishing to utilise their transitional exemptions have up to **30 June 2023** to do so and book the remaining papers.

**6. Arrangements for webinars and provision of feedback on performance in the April 2023 examinations**

Kasneb in partnership with established trainers, will organise additional webinars in subject areas that are generally not performed well. The webinars will commence in July 2023.

In addition, further to the feedback earlier issued on performance in the December 2022 examinations, Kasneb is preparing feedback on performance in the April 2023 sitting. The feedback will be circulated in due course.

Please note the above updates and inform other concerned stakeholders.

Yours faithfully

**Dr. Nicholas K. Letting', Ph.D, EBS**  
**SECRETARY/CHIEF EXECUTIVE OFFICER**