



THE KENYA NATIONAL EXAMINATIONS COUNCIL

"Transforming Lives Through Quality Assessment and Credible Certification"



All official correspondence should be addressed to:
The Council Secretary/Chief Executive Officer

KNEC is ISO 9001:2015 Certified

REF: KNEC/GEN/TD/CIR/CBA/2025/001

21st January 2025

To: All

- (i) Sub County Directors of Education**
- (ii) Heads of Primary Schools**
- (iii) Heads of Special Primary Schools**

RE: ADMINISTRATION OF THE YEAR 2025 GRADES 4, 5 AND SNE PROJECTS, PRACTICALS AND PERFORMANCE TASKS

- 1.0** The Kenya National Examinations Council will upload on the KNEC CBA Portal the School Based Assessment projects, practicals and performance tasks for Grades 4 & 5 and Intermediate Level for Stage Based Pathway.
- 2.0** To access the assessment portal, Headteachers are required to login onto the CBA portal: <https://cba.knec.ac.ke>. Schools encountering password issues should contact their respective Sub-County Director of Education for assistance with resetting the password.
- 3.0** Schools will be expected to administer the projects/practicals/performance tasks, score and upload the assessment outcomes of all learners on the CBA portal within the stipulated time.
- 4.0** Teachers will assess the learners as they undertake the performance-based tasks and score using the guidelines provided in the tool.
- 5.0** A detailed **user manual** describing step by step on how to access the tools, instructions, scoring guides and how to upload learners' scores is available on the CBA portal.
- 6.0** Headteachers are requested to keep all records and evidence generated from the assessments.
- 7.0** The materials required for the assessments should be obtained from the immediate school environment or improvised as much as possible.

HEADQUARTERS: The New Mitihani House, South C, P O Box 73598 – 00200 City Square, NAIROBI, KENYA

Telephone: (+254-20) 341098/50/71, 317419/12/13, 341113 **Fax:** (+254-20) 2226032

E-mail: ceo@knec.ac.ke; **Website:** www.knec.ac.ke

8.0 The tools will be accessed as shown below:

Level		Subject	Date to be accessed by	Last Date to Upload scores
8.1	Grade 4 (Subjects with Project, Practical & Performance Tasks)	i) Science & Technology ii) Creative Arts & Sports iii) Agriculture & Nutrition	3 rd March 2025	31 st May 2025
8.2	Grade 5 (Subjects with Project, Practical & Performance Tasks)	i) Science & Technology ii) Creative Arts & Sports iii) Agriculture & Nutrition	3 rd March 2025	31 st May 2025
8.3	SNE Intermediate Level (Performance Tasks)	i) Communication, Social and Literacy Skills ii) Daily Living Skills and Religious Education iii) Sensory Motor Integration iv) Creative Activities v) Numeracy Activities vi) Environmental Activities vii) Psychomotor Activities	3 rd March 2025	31 st May 2025

This information is to enable you to prepare and plan adequately.



Dr. David Njengere, MBS
CHIEF EXECUTIVE OFFICER

cc: Director, Quality Assurance and Standards, MOE
All Regional Directors of Education
All County Directors of Education