



**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. **The candidate is allowed to proceed with the preparation of the project report once he/she submits the proposal together with a letter from the supervisor.**

**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 soft copies of their project proposal and project report via email to [ictproject@kasneb.or.ke](mailto:ictproject@kasneb.or.ke)**

**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<br>Awarded (%) |
|---|--------------------|------------------------------|
| 1 | Project Proposal   | 11                           |
| 2 | Analysis           | 20                           |
| 3 | Design             | 25                           |
| 4 | Coding and testing | 14                           |
| 5 | Presentation       | 10                           |
| 6 | Project report     | 20                           |
|   | <b>Total</b>       | <b>100</b>                   |

#### 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 | 1-5 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 | 1-5 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 | 6 – 10 December |

#### 6. Further Information

Detailed information on the guidelines (ICT Project Guidelines) can be downloaded from the KASNEB website: **[www.kasneb.or.ke](http://www.kasneb.or.ke)**.

**15 SEPTEMBER 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         |               |                   |
|     |          |                        | <b>TOTAL</b>                                                          | <b>11</b> |               |                   |
| 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         |               |                   |
|     |          |                        | <b>TOTAL</b>                                                          | <b>16</b> |               |                   |
| 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         |               |                   |
|     |                |                    | <b>TOTAL</b>                             | <b>23</b> |               |                   |
| 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         |               |                   |
|     |                |                    | <b>TOTAL</b>                             | <b>10</b> |               |                   |
| 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         |               |                   |
|     |                |                    | <b>TOTAL</b>                             | <b>10</b> |               |                   |
| 3   | THE PROJECT    | Title page         |                                          | 1         |               |                   |
|     |                | Table of contents  |                                          | 1         |               |                   |

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| 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         |               |                   |
|     |        |                     | <b>TOTAL</b>                              | <b>30</b> |               |                   |

Examiner's Name.....

Signature.....

Date.....