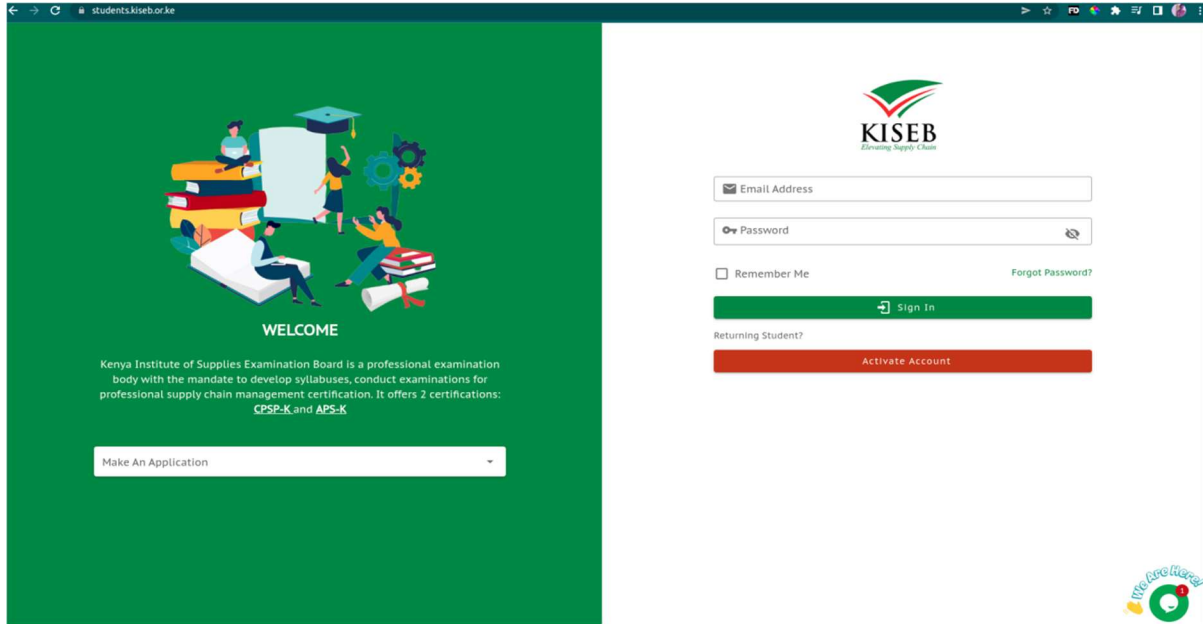


Exam Booking Procedure

1. Click on the link to open the **student portal shared**



2. Enter the credentials you registered with as a student and **login**.

Email Address

Password

Remember Me [Forgot Password?](#)

3. Login in will take you to the dashboard. Exam booking is located under the exams menu. Click on the Exams link to expand the dropdown menu and click on **Bookings**.



Dashboard



Applications



Exemptions



Renewals



Exams



Bookings



Deferrals



Withdrawals



Historical Resu...



Exam Results



My Timetable



IBL



My Profile



Settings



LOGOUT

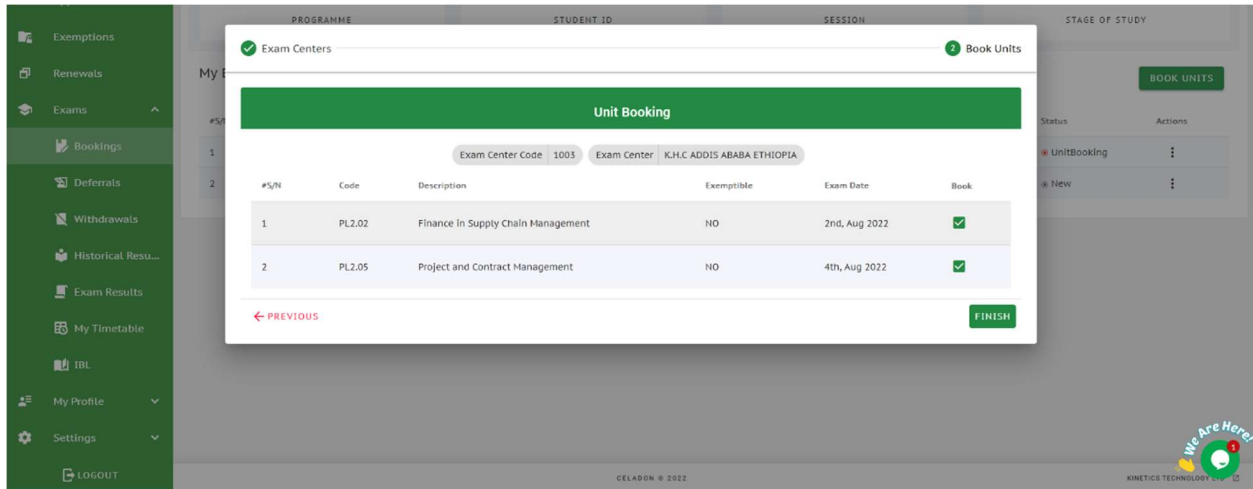
4. Landing page of bookings contains exam bookings you have done before. For a new booking click on the **Book Units** button.

The screenshot shows the KISEB EXAM BOOKING interface. On the left is a green sidebar with navigation options: Dashboard, Applications, Exemptions, Renewals, Exams, Bookings, Deferrals, Withdrawals, Historical Resu..., Exam Results, My Timetable, IBL, My Profile, Settings, and LOGOUT. The main content area is titled 'EXAM BOOKING' and features a header with filters for 'CPSP-K PROGRAMME', 'STUDENT ID', 'MAY22, SEM1 SESSION', and 'CPSP-K UNITS STAGE OF STUDY'. Below this is a 'My Bookings' table with columns: #S/N, Registration Date, Programme, Session, Booked Units, Total Amount, Payment Status, Status, and Actions. The table contains two rows: one with a 'Pending' status and a 'UnitBooking' status, and another with a 'Confirmed' status and a 'New' status. A green 'BOOK UNITS' button is located in the top right corner of the table area, with an arrow pointing to it. The footer includes 'CELADON © 2022' and 'KINETICS TECHNOLOGY' with a 'We Are Here!' logo.

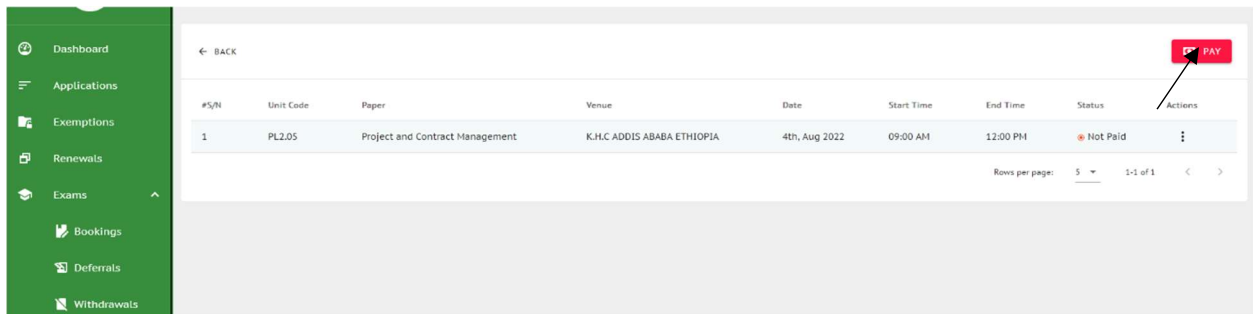
5. You will be given a pop up which requires you to **select an exam center** and click on **next**.

This screenshot shows the same KISEB EXAM BOOKING interface as above, but with a 'Select an Exam Center' pop-up dialog box overlaid on the 'My Bookings' table. The dialog has a search bar with 'KISEB' entered and a list of exam centers below it. The list includes: '1 - KISUMU', '1001 - K.H.C ABUJIA NIGERIA', '1002 - K.H.C CONSULATE LAGOS NIGERIA', '1003 - K.H.C ADDIS ABABA ETHIOPIA', '1004 - KENYA EMBASSY BUJUMBURA, BURUNDI', '1005 - K.H.C DAR-ES-SALAAM', and '1006 - KENYA EMBASSY KIGALI RWANDA'. The background interface is dimmed, and the 'BOOK UNITS' button is still visible in the top right corner. The footer remains the same as in the previous screenshot.

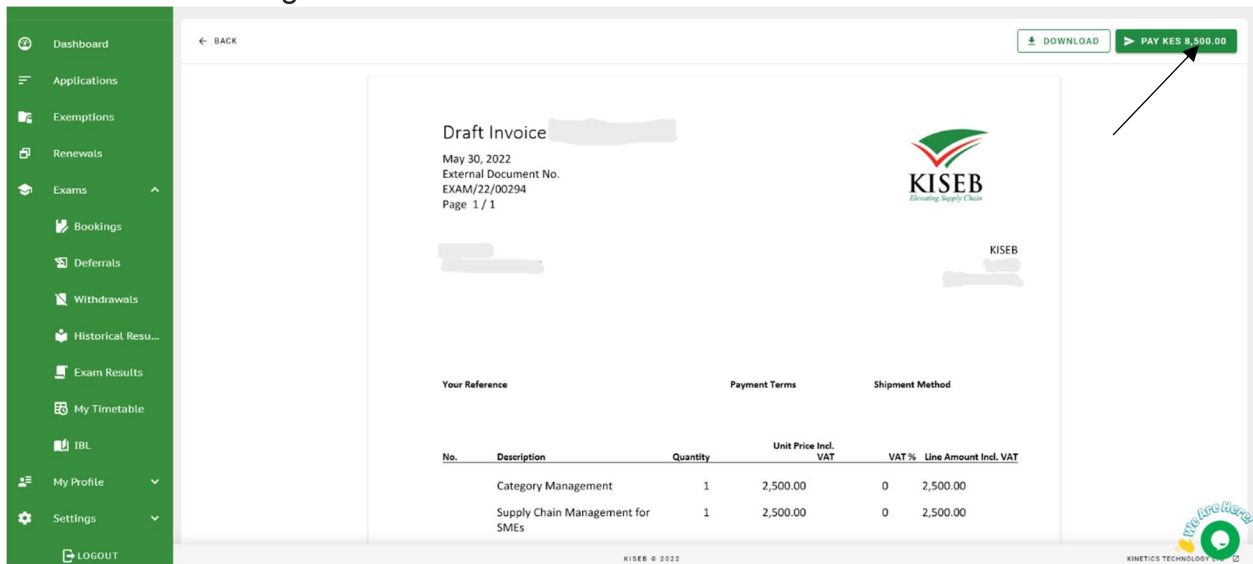
6. Select the units that you need to book and click on the **finish button**.



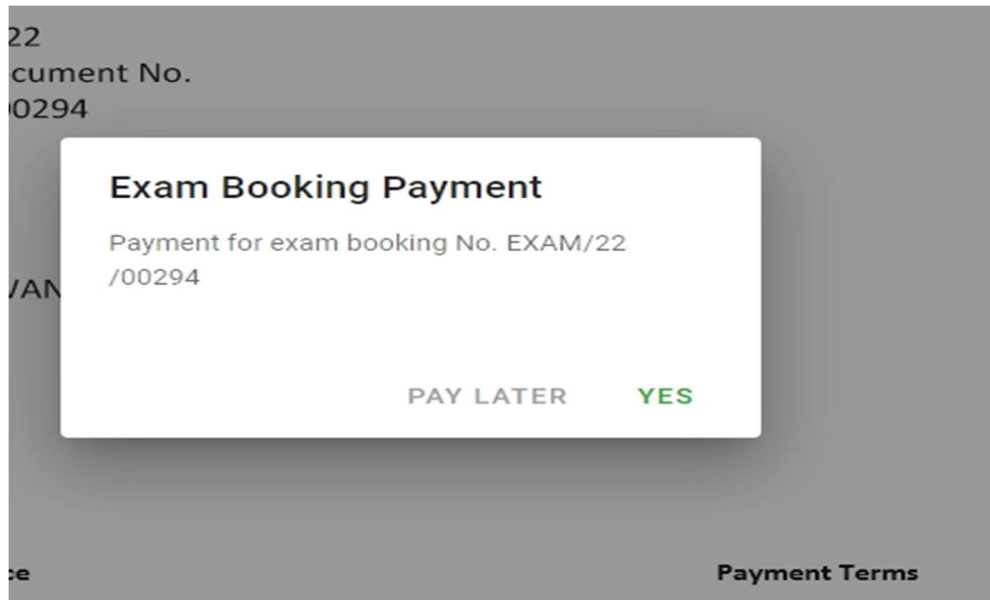
7. You will be redirected to the payments page, if you want to pay click on the **pay button**.



8. This process provides you with an invoice containing the units you have selected for booking. To proceed to payment click on the **pay button** containing the amount charged.



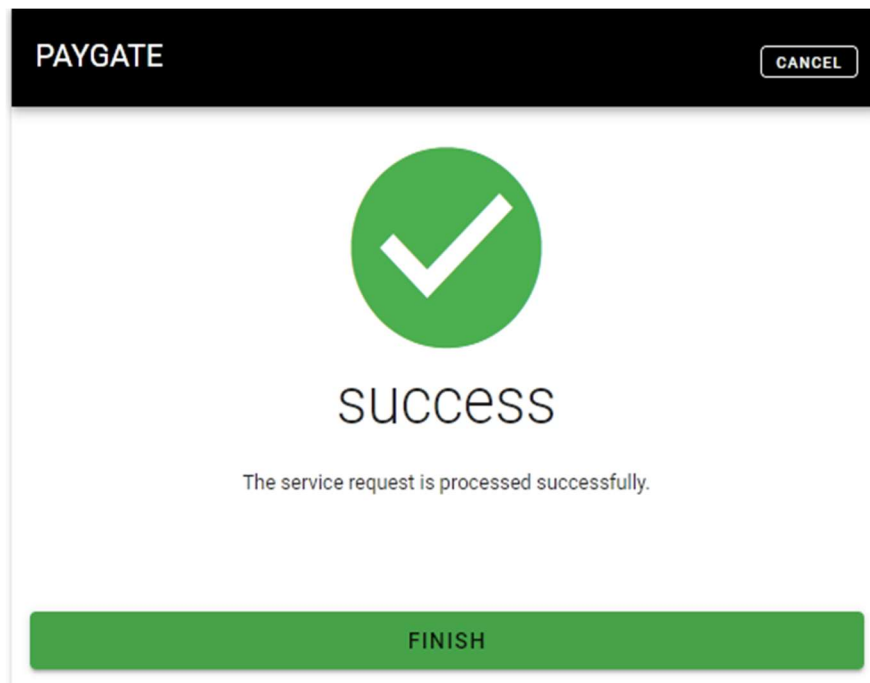
9. Confirm the exam booking that you want to pay by clicking **yes** or decide to pay later.



10. A new window opens for the checkout process. Confirm that the phone number on the form is the one that will be used to make the payment if your payment method is through M-Pesa. There are also other secure forms of payment. After confirmation click on the **pay button**.

The image shows a checkout interface titled "PAYGATE" with a "CANCEL" button in the top right corner. The main section is for "Mpesa" payment, which includes the following details: "PAY BILL: 7604813", "ACC No.: EXAM/22/00294", and "KES 8500.00". There is an input field for "Amount" with the value "8500" and a dropdown arrow. Below it is an input field for "Phone Number" with a greyed-out value. A large green button labeled "PAY KES 8500.00" is positioned below the phone number field. At the bottom, there are three expandable options: "Pay with Cheque/EFT", "Pay with Card", and "Pay with Credit", each with a downward arrow.

11. You will receive an M-Pesa prompt to enter your PIN. After keying in your PIN and submitting, you will get a success message on the portal.



12. You will be redirected to the bookings page with a new entry and status as paid.