

COUNCIL OF LEGAL EDUCATION

CANDIDATES' GUIDE

TO ATP EXAMINATION



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Contents

1.0 Foreword	3
2.0 The Advocates' Training Programme Examination	4
3.0 Structure of the ATP Examination	5
4.0 ATP Examination Registration	6
5.0 Examination Dates and Timetable.....	8
6.0 Examination Centres	8
7.0 Deferrals.....	8
8.0 No Show.....	9
9.0 Examination irregularities.....	9
10.0 Examination Results.....	9
11.0 Remark Examination	10
12.0 Resit Examination	10
13.0 Examination Material	11
14.0 Gazettement.....	11
15.0 Transcripts and Compliance Certificates.....	11
16.0 Examination Fees	11
INSTRUCTIONS TO CANDIDATES FOR THE ATP EXAMINATION	13
A. Prior to the Examination	13
B. During the Examination.....	14
C. After the Examination.....	16
Contacts	16
Appendix:	17
November 2026 ATP Examination Timetable.....	17

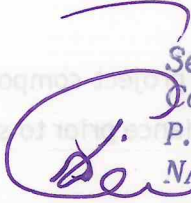
1.0 Foreword

The Council of Legal Education (hereinafter the CLE) is established by the Legal Education Act, Cap 16B. Its mandate includes regulating, supervising and licensing legal education providers and law programmes in Kenya and conducting the ATP Examination. In its current form, CLE has only been in existence since 2012, having been segregated from the Kenya School of Law (hereinafter the KSL) and re-established in 2013.

By dint of the Statute Law (Miscellaneous Amendments) Act, 2014, the CLE's mandate was extended under Section 8(1)(f) to include the administration of professional examinations as prescribed under Section 13 of the Advocates Act, Cap 16 Laws of Kenya. This is the legal predicate on which the CLE administers the ATP Examination.

CLE has institutionalized structures, procedures and mechanisms to ensure that its commitment to deliver credible, reliable, verifiable and defensible ATP Examination is not only realized but enhanced.

Candidates with further enquiries are welcome to contact CLE through the contacts provided in the information pack.


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**PROF. BUSALILE JACK MWIMALI
SECRETARY/CHIEF EXECUTIVE OFFICER
COUNCIL OF LEGAL EDUCATION**

2.0 The Advocates' Training Programme Examination

- 2.1. The Advocates' Training Programme (ATP) Examination is administered at the end of the nine-month training programme conducted by the Kenya School of Law (KSL).
- 2.2. Eligibility to sit the ATP examination is dependent on successful completion of the Oral Examination and Project Work.
- 2.3. CLE examines the three (3) components of the ATP Examination as has been the case as follows:
 - a. Oral Assessment which is weighted at **20%**
 - b. Project Work which is weighted at **20%**
 - c. Final Written Examination which is weighted at **60%**

2.3.1. Project Work and Oral Examination:

2.3.1.1. The Oral Examination and Project Work are critical components of the ATP Examination; KSL conducts them as an agent under the supervision of CLE. The results are submitted to CLE for final compilation alongside the written examination results. Both the Oral Examination and Project Work are **COMPULSORY** components of the ATP and must be completed before taking the written examination.

2.3.1.2. If a candidate fails to take part in the oral and project components of the ATP, they should liaise with KSL to ensure compliance prior to sitting the written examination.

2.3.1.3. If a candidate's marks for the Oral and/or Project Work are missing for any reason, the final computation in the particular unit will appear in the provisional transcript as (I) indicating that the mark is Incomplete until the missing mark is accounted for.

2.3.1.4. A candidate is cautioned that missing Project and Oral examination marks cannot be redressed by resitting the written ATP Examination even if the written examination mark alone is a score above fifty (50), which is the pass mark. The two (2) components of the ATP examination must be examined and graded accordingly.

2.3.1.5. It is the duty of every candidate to ensure that the other components of the ATP Examination are satisfactorily concluded. In order to avoid delay in releasing examination results, a candidate is advised to confirm that their Project and Oral examination marks have been recorded and forwarded to CLE prior to the commencement of the Written Examination.

NB: A candidate is ineligible to sit the written ATP Examination if they have not taken the Oral Examination and/or completed the Project.

2.3.2. Pupillage:

2.3.2.1. In addition to the ATP Examination, a candidate is required to undertake Pupillage for six (6) months. This is a **MANDATORY** component of the ATP programme, and its completion and passing of the examination renders the candidate eligible for the issuance of a Certificate of Compliance.

2.3.2.2. A candidate is advised to liaise with KSL on this matter. After pupillage, KSL forwards the Certificate of Completion of Pupillage to CLE to initiate the Clearance and Gazettement.

2.3.3. Written ATP Examination:

2.3.3.1. CLE shall administer the ATP examination at least once every year. Historically, the examination has been administered over a continuous period of nine (9) days. The examination dates shall be communicated to candidates and the public through such media and communication channels as CLE shall determine from time to time.

2.3.3.2. A candidate is at liberty to register for the examination in any of the series as may be convenient as long as they are within the qualification period.

3.0 Structure of the ATP Examination

3.1 Candidates are tested in the nine (9) units studied under the ATP as follows:

3.1.1	ATP 100	Civil Litigation
3.1.2	ATP 101	Criminal Litigation
3.1.3	ATP 102	Probate and Administration
3.1.4	ATP 103	Legal Writing and Drafting
3.1.5	ATP 104	Trial Advocacy
3.1.6	ATP 105	Professional Ethics
3.1.7	ATP 106	Legal Practice Management
3.1.8	ATP 107	Conveyancing
3.1.9	ATP 108	Commercial Transactions

3.2. The structure of the examination will be as follows:

- 3.2.1. Candidates will have three (3) hours to take each examination paper;
- 3.2.2. Candidates will be required to answer five (5) questions from a possible six (6) questions;
- 3.2.3. QUESTION ONE (1) is compulsory and carries 20 marks;
- 3.2.4. All other questions carry ten (10) marks each.

The structure outlined in 3.1.2 above is varied for **ATP 106 - Legal Practice Management**, where candidates are required to answer five (5) questions out of a possible seven (7). **Question One (1)** is compulsory. The examination paper comprises three (3) sections: Accounting, Human Resource Management, and Office Practice. Candidates are required to attempt at least one (1) question from each section, with the fifth question selected from any of the three sections.

3.3. These instructions are reproduced on the cover page of the examination booklet. It is the responsibility of candidates to read and understand examination instructions.

3.4. The written ATP Examination is a **CLOSED BOOK** examination with the exception of **ATP 101 - Criminal Litigation**, where candidates may bring **CLEAN copies of the Penal Code** and for **ATP 106 - Legal Practice Management**, candidates are allowed to use **scientific calculators**.

4.0 ATP Examination Registration

- 4.1. Admission to the ATP does not *ipso facto* guarantee an applicant the right to sit the ATP Examination.
- 4.2. A candidate must register for the ATP Examination with CLE, independently from registration at KSL. Registration for the ATP Examination is online through the candidate portal. A candidate must key in the correct data and ensure that the attached documents are authentic, certified and complete.
- 4.3. In any given examination cycle, candidates may be sitting for the examination as resit candidates, first sitting (regular) candidates while others may sit for both resit and regular units/examinations. Whatever the case, candidates can register for both online.
- 4.4. Candidates with disabilities or other special needs are encouraged to complete the disability section of the application form and indicate the reasonable

accommodations they require to enable them to undertake the examination effectively.

4.5. Requirements for First-Time Candidates:

4.5.1. Digital passport photo (soft copy)

Scanned documents of:

4.5.2. Kenya School of Law Admission letter (all pages).

4.5.3. Certified University degree certificate (certified by the issuing institution).

4.5.4. Certified University transcripts (all four years scanned as one document must be certified by the issuing institution).

4.5.5. High School Certificate

4.5.6. National Identification Card/passport (both sides)

4.5.7. Where applicable, the following documents are required;

- a. Letter of equation from Kenya National Qualification Authority
- b. Pre-Bar Certificate (Kenya School of Law)
- c. Clearance by Council of Legal Education

NB: Scan the original documents and NOT COPIES in PDF format before uploading.

4.6. The application for registration shall be declined if:

4.6.1. The candidate does not attach all the required documents in the proper format;

4.6.2. The candidate does not attach clear documents;

4.6.3. The Candidate attaches incorrect and/or incomplete documents.

4.7. Regrettably, there is NO provision for late registration.

4.8. Given the strict timelines governing the administration of the Advocates Training Programme (ATP) examinations, candidates are advised that no extension of time shall be granted for any scheduled activity beyond the dates specified herein or in any subsequent notices issued by the Council.

4.9. Candidates are implored to note that strict timelines are fixed to ensure that internal examination processes proceed without compromising the professionalism and integrity of the examination.

5.0 Examination Dates and Timetable

- 5.1. CLE publishes dates and venues for the written ATP examination prior to the examination. The examination dates shall be communicated to candidates and the public through such media and communication channels as CLE may determine from time to time.
- 5.2. Candidates will be required to download and print examination cards from their portal. In addition to the Examination Card, candidates will download the written instructions on matters germane to the examination.
- 5.3. Candidates are implored to familiarize themselves with the instructions on the administration of ATP examination.

6.0 Examination Centres

- 6.1. The ATP examination is administered in centres within **Nairobi region, ONLY**.
- 6.2. On closure of the registration process, examination centres for the ATP Examination shall be published on such media and communication channels as CLE may determine from time to time.
- 6.3. Following successful registration for the ATP Examination, candidates are assigned to examination centres. The allocation of examination centres is determined by the number of registered candidates, logistical considerations, and the availability of suitable examination venues.
- 6.4. Candidates will be notified of their specific examination centres through the examination cards. CLE does not allow candidates to choose their preferred centres. However, candidates with special needs are at liberty to make specific requests for facilitation.

7.0 Deferrals

- 7.1. Candidates registered for the ATP Examination may be allowed to defer the entire examination or part thereof.
- 7.2. Application for deferral must be made online on the candidate's portal.
- 7.3. The application must be made within the specified period. No late deferrals will be considered.
- 7.4. After the successful submission of a deferral request, a candidate may confirm their deferral application on the candidate portal.
- 7.5. A candidate shall utilize the deferred examination within two (2) years, which is equivalent to four (4) ATP examination cycles.

7.6. A candidate who has been granted a deferral shall register for the deferred unit in the examination series in which they are ready to sit the examination.

8.0 No Show

8.1. If a candidate fails to write an examination unit(s) without deferral, it is considered a **NO SHOW**. The output in the provision transcript will be an (x) in the unit(s). Further, the fees already paid is expended in the activities preceding the administration of the ATP examination.

8.2. Such a candidate is required to register afresh when the examination is next offered and pay the examination fee.

9.0 Examination irregularities

9.1. A candidate shall not carry/bring unauthorized material to the examination room. Any candidate who is found to be in possession of unauthorised material commits an examination irregularity.

9.2. A candidate who commits an examination irregularity shall be subjected to CLE's disciplinary procedures and shall be liable to disciplinary action. The Council shall *inter alia* nullify the mark attained in that unit/paper.

9.3. A candidate who unlawfully solicits confidential information on the ATP Examination from CLE, CLE officers or any person or attempts to influence examination processes whatsoever whether for consideration or otherwise shall face disciplinary action.

9.4. Additionally, claiming for results for an examination a candidate did not sit and falsification of documents amounts to an examination irregularity.

10.0 Examination Results

10.1. Results for the ATP Examination are declared by CLE in the form of P (pass) or F (fail). If for any reason CLE has not received the Oral or Project marks for a regular candidate, the results shall indicate Incomplete (I). For candidates who did not sit for the written examination, the results will indicate (x). An Asterix (*) shall be awarded to a candidate with an examination irregularity.

10.2. The pass mark in each unit of the ATP Examination is 50%.

10.3. Computation of the Final Unit Mark for Regular Candidates

10.3.1 The final results for the Regular Candidate for each unit are computed by adding the mark attained in the Project, Oral and written examination.

The formula is: Final % unit mark= (Oral score/20) + (Project score/20) + (written exam score/60)

10.3.2 Computation of the Final Unit Mark for Re-sit Candidates

The candidate's written examination score is converted to a percentage (%). The Oral and project marks are not included in the computation of the final unit mark.

The formula is: Final % unit mark= (written exam score/60) * 100

- 10.4. Examination results will be released within two (2) months after the last examination.
- 10.5. CLE shall release individual ATP Examination results which shall become accessible from the candidate portal by candidates.
- 10.6. Candidates will view the results for the units done in a particular examination series.
- 10.7. The ATP examination results shall indicate the total marks in a unit as well as the scores in each of the attempted questions.
- 10.8. Candidates can also access an updated digital provisional transcript from the portal showing the marks attained in the respective unit(s) taken.
- 10.9. The system-generated provisional transcript, though not the final academic record, can be printed and certified for official use.

11.0 Remark Examination

- 11.1. A candidate who fails to attain the pass mark of 50%, may apply to remark the unit(s) failed during the prescribed period as shall be communicated by CLE. The application must be made online upon payment of the requisite fee.
- 11.2. The candidate script is reevaluated by an independent marker (Remarker) and given a score. The Remark's score is recorded as the candidate's final mark.
- 11.3. Upon the release of remark results, the candidate will be issued with a provisional transcript reflecting the remark results.
- 11.4. The release of remark results marks the end of an ATP Examination series.

12.0 Resit Examination

A candidate may retake any unit(s) failed in subsequent examination cycles upon online registration and payment of the requisite fees.

13.0 Examination Material

- 13.1.** Examination material including candidates' examination scripts/booklets are the property of CLE.
- 13.2.** A candidate shall not be granted access to their examination script and shall not have examination script returned to them after the examination.
- 13.3.** The Advocates Training Programme candidate examination scripts, project booklets, question papers and certificate of completion document shall be disposed off once a candidate is gazetted and as per CLE's Records Disposal and Retention Policy.
- 13.4.** All inquiries by a candidate relating to examinations shall be made within three (3) months after release of the results.

14.0 Gazettement

- 14.1.** Upon each candidate completing Pupilage, KSL furnishes Council with their respective Certificate of Completion of Pupilage in the prescribed form for verification.
- 14.2.** On successful completion of the ATP Examination and Pupilage, CLE issues a certificate and transcript and causes the names of all candidates who have complied with the law to be published in the Kenya Gazette, thereby rendering them eligible to petition the Honourable Chief Justice of the Republic of Kenya for admission to the Roll of Advocates.

15.0 Transcripts and Compliance Certificates

A candidate can only be processed for gazettement after qualifying in all nine (9) units in addition to satisfying the Pupilage requirement. The transcript showing that the candidate has qualified in the ATP Examination is issued together with the Certificate of Compliance.

16.0 Examination Fees

- 16.1.** The following fees are payable by candidates taking the ATP Examination;

Registration Type	Fees (Kshs)
First- Step Registration	1,000 /=
First Sitting (Regular Application)	5,000/= per unit
Resit	10,000/= per unit

Remark	15,000/= per unit
Convenience fee	50/= per transaction

- 16.2. Fees paid must be utilised within two (2) years, which is equivalent to four (4) ATP Examination cycles.
- 16.3. Candidates are cautioned that refunds shall only be allowed once a candidate has cleared with CLE, upon gazettment.

INSTRUCTIONS TO CANDIDATES FOR THE ATP EXAMINATION

A. Prior to the Examination

1. Candidates are encouraged to visit the examination centre(s) assigned before the commencement of the examination to familiarize themselves with the location.
2. A candidate who turns up at the examination centre **THIRTY (30) MINUTES** late shall not be allowed into the examination room. The candidate will be deemed to be a No-Show. No Candidate shall be allowed to leave the examination room during the first **one (1) hour** after commencement of the examination. No candidate shall be allowed to leave the examination room in the **last thirty (30) minutes**.
3. A Candidate **MUST** present themselves at the centre allocated. Arrangements are made only for the specific number of candidates allocated to each centre.
4. Candidates are expected to print **examination cards** from the candidate portal. The card identifies the examination centre and the registered units. A candidate must also have a **National ID/Kenya School of Law ID/Valid National Passport** for purposes of identification in the course of the examination.
The examination card and the identification documents grants candidates admission into the examination centre.
5. Seats will be allocated by CLE. Candidates **MUST** occupy the seat assigned to them by the invigilator. Where necessary, the invigilator may change the sitting position of a candidate.
6. A candidate shall not carry/bring unauthorized material to the examination room. Any candidate who is found to be in possession of unauthorised material commits an **examination irregularity** and shall be subjected to CLE's disciplinary procedures.
7. For purposes of **ATP 101 - Criminal Litigation** a candidate will be allowed to bring/carry a **clean** copy of the Penal Code, Cap 63, Laws of Kenya into the examination room. A Penal Code with markings, writings and those with foreign pages affixed to it shall not be allowed into the examination room/venue.

For purposes of **ATP 106, i.e. Legal Practice Management**, a candidate will be allowed to bring into the examination room a noiseless scientific calculator.

8. The following materials shall not be allowed into the examination room:
 - a. Pencil pouches
 - b. Water, snacks and food
 - c. Hats

- d. Luggage/personal belongings
 - e. Any written or printed material not authorised by Council
 - f. Electronic gadgets including phones, earpieces, computers and digital/ smart watches.
9. Candidates are expected to ensure that items brought to the venue are kept safely. CLE shall not be held responsible/liable for any loss or damage to items brought to the examination venue.

B. During the Examination

1. Candidates shall be expected to:
 - a. Refrain from writing on the examination booklet before the official announcement for the commencement of the examination.
 - b. Read and follow the examination instructions indicated in the examination booklet.
 - c. Indicate the complete registration number on the cover page of the examination booklet and in the leaflets within the booklet.
 - d. Not to write their name on the examination booklet.
 - e. Answer the compulsory question in the examination. Failure to attempt the compulsory question attracts a 'zero' (0) mark for the question. Answering any other question in lieu of the compulsory question is inconsequential.
 - f. Answer **only five (5) questions**. Any candidate who attempts more than five (5) questions will have only the first five (5) responses marked and graded. Any additional response(s) will not be marked.
 - g. Read each question carefully before answering. At this level, the examination questions require more than recital of the law. A candidate is required to analyse facts and apply relevant legal principles and logical reasoning before coming up with a conclusion/answer. Illustrate your answer using relevant legal provisions, as may have been interpreted by courts through precedent.
 - h. Indicate the booklet serial number on the examination card and the nominal roll.
 - i. Write legibly and neatly.
 - j. Not to use fountain pens.
2. Examination irregularities shall, among others, include the following:
 - a) Passing or receiving verbal, non-verbal, written or sign communication during an examination;

- b) Possession or /and use of technology/ devices such as mobile phones and smart watches whether on or off;
- c) Use of any form of devices or unauthorized material such as textbooks, written notes or statutes to transfer information relating to the examination in the examination room;
- d) Impersonation/allowing another person to sit an examination on behalf of the candidate;
- e) Soliciting for information on examinations from any person or attempting to influence examination processes;
- f) Copying another candidate's work or exposing your work to another candidate to copy;
- g) Mutilation of the examination booklet;
- h) Stepping out of the examination room without being accompanied by an invigilator;
- i) Writings on the examination card or in the Penal Code; and
- j) Writings on your body.

3. A candidate who commits an examination irregularity shall be liable to disciplinary action. **CLE shall *inter alia* nullify the mark attained in that unit/paper.**

A candidate who unlawfully solicits for confidential information on the ATP Examination from CLE, CLE Officers or any person or attempts to influence examination processes whatsoever whether for consideration or otherwise shall be barred from sitting the ATP Examination for such a duration as may be determined by CLE.

4. It is the candidate's responsibility to ensure that they sign the examination attendance register. Remember that this will be used to account for your script.
5. A Candidate must ensure that they carry enough authorised stationery into the examination room. Borrowing is **NOT** allowed in the examination room.
6. A candidate shall, at all material times, remain seated during the examination. In case a candidate is in need of assistance, they shall raise their hand and the invigilator will attend to them.
7. Candidates shall be issued with an examination booklet with adequate spaces provided after each question, for writing answers.
8. All Examination booklets are the property of Council of Legal Education and unauthorized possession and/or mutilation of the same is prohibited.

C. After the Examination

1. At the end of the examination, candidates are required to:
 - a. Remain seated quietly while the examination booklets are collected by the invigilators.
 - b. Stay in the examination room until they are instructed to leave the examination room by the invigilator.
 - c. Maintain discipline and order within the examination precincts and follow any instructions given by the invigilators.

CONTACTS

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ATP EXAMINATION ENQUIRIES

Call/WhatsApp: 0719 150000 / 0111 056 130

All enquiries relating to the ATP Examination **SHOULD** be channelled through email at support@cle.or.ke. Enquiries will be responded to at the earliest possible opportunity.

APPENDIX:
NOVEMBER 2026 ATP EXAMINATION TIMETABLE

DAY	DATE	UNIT NAME	UNIT CODE
Thursday	12 th November 2026	Civil Litigation	ATP 100
Friday	13 th November 2026	Professional Ethics	ATP 105
Monday	16 th November 2026	Criminal Litigation	ATP 101
Tuesday	17 th November 2026	Trial Advocacy	ATP 104
Wednesday	18 th November 2026	Probate and Administration	ATP 102
Thursday	19 th November 2026	Legal Writing Drafting	ATP 103
Friday	20 th November 2026	Conveyancing	ATP 107
Monday	23 rd November 2026	Commercial Transactions	ATP 108
Tuesday	24 th November 2026	Legal Practice Management	ATP 106

END

