



COUNCIL OF LEGAL EDUCATION

INSTRUCTIONS TO CANDIDATES - NOVEMBER 2021 ATP EXAMINATIONS

The November 2021 ATP Examination will run from **Thursday, 18th to Tuesday, 30th November 2021**. The examination dates and timetable will be published as required by law.

Registered candidates are required to read the following instructions **carefully**.

COVID-19 Protocol In the Administration of the ATP Examination

The current COVID-19 pandemic has affected the conduct of the ATP Examination. The Council will conduct the said examination strictly adhering to the COVID-19 protocols and guidelines as issued by the Government of Kenya. Among the guidelines to be followed are:

1. Candidates should ensure use of safe means of transport and take preventive measures during transit.
2. **Candidates who have been exposed to the Coronavirus or have symptoms of the disease should defer the examination.**
3. No candidate will be allowed access the examination venue without wearing a clean facemask covering the nose and mouth. The same **MUST** be worn appropriately and at all times during the examination.
4. There will be temperature checks for candidates before they are allowed access to examination venues. Kindly cooperate with the officers doing that.
5. Candidates may have hand sanitisers and disinfectant wipes into the examination room- all labels **MUST** be removed.
6. All examination centres will adhere to social/physical distancing protocols.
7. Candidates will not be allowed to congregate outside the examination room before and after the examination.

8. A Candidate will be expected to display on his or her desk; examination card, the Kenya School of Law ID or any other form of identification (National ID or Passport) for verification by invigilators.

Prior to the examination:

1. A window period to print Examination Cards will be open for registered candidates to access their Examination Cards. The card contains the name of the specific examination centre and the units registered for. Candidates are expected to be familiar with the location of the centre before the commencement of the examination.
2. Sitting positions will be allocated by the **invigilators**. Candidates **must** occupy the seat assigned to them by the invigilator. The invigilators may **change** the sitting position of a candidate where necessary.
3. Candidates must be at the venue of the examination at least **thirty (30) minutes** prior to the commencement of the examination. No candidate shall be allowed into the examination room **forty-five (45) minutes** after the commencement of the examination.
4. No unauthorized material shall be brought to the examination room. All candidates will be subjected to frisking prior to entering the examination room. Possession of any unauthorised material is an **examination irregularity** for which a candidate shall be taken through the disciplinary procedure.
5. For purposes of **ATP 101 (Criminal Litigation)** a candidate will be allowed to bring in the examination room a **clean** copy of the Penal Code, Cap 63, Laws of Kenya. Any Penal Code with markings and written material affixed therein **will not** be allowed into the examination room.
6. For purposes of **ATP 106 Legal Practice Management**, candidates will be allowed to bring in the examination room a noiseless scientific calculator.
7. No candidate will be allowed into the examination room with any kind of a pencil pouch.
8. No luggage/personal belongings are allowed in the examination venues.

NB: 'COUNCIL OF LEGAL EDUCATION IS IN NO WAY RESPONSIBLE FOR LOST, STOLEN OR DAMAGED ITEMS BROUGHT INTO ANY OF THE EXAMINATION VENUES.'

During the examinations:

9. Read the examination instructions before you begin writing the examination and ensure that you follow them. In particular, remember to **indicate your complete registration number** on the cover page of the examination booklet and in the leaflets within the booklet.
10. Any compulsory question in the examination **MUST** be answered. 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.
11. Do not answer any extra question(s). Only the required number of questions will be graded.
12. Read each question carefully before answering. At this level, the examination questions require more than recital of the law. You are required to analyse facts, apply relevant legal principles and logical reasoning before coming up with a conclusion/answer. Illustrate your answer using relevant and accurate case laws and statutory provisions.
13. No credit shall be given for illegible answers, **WRITE legibly and neatly**.
14. A candidate who commits an examination irregularity shall be liable to disciplinary action and Council shall *inter alia* nullify the mark attained in that unit/paper.
15. Examination irregularities shall among others include:
 - a) Passing or receiving verbal, non-verbal, written or sign communication during an examination
 - b) Use any form of technology (including mobile phones) to transfer information relating to the examination in the examination room
 - c) Possession of any unauthorized material or gadget such as mobile phones, statutes or textbooks in the examination room
 - d) 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) Mutilation of the examination booklet
16. It is your responsibility to ensure that you have signed the examination attendance register. Remember that this will be used to account for your script.
17. Candidates must carry enough stationery such as pens and erasers. Sharing of such items is prohibited during the examination.

After the examination:

18. No candidate shall be allowed to leave the examination room during the last 30 minutes of the examination.
19. At the end of the examination you are required to:
 - a) Remain seated quietly while your answer booklet is collected
 - b) Leave any other used or unused answer booklets on your desk
 - c) Stay in the examination room until you have been instructed to leave by the Center Coordinator
20. You are responsible for ensuring the submission of your script once you are through with the examination.
21. You are expected to maintain discipline and order within the examination precincts and to follow any instructions given by the invigilators.
22. A candidate who unlawfully solicits for confidential information on the ATP Examination from the Council, Council 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

Secretary/CEO
Council of Legal Education
P. O. Box 829 - 00502, Karen
NAIROBI, Kenya

Ms. Mary M. Mutugi
**AG. SECRETARY/ CHIEF EXECUTIVE OFFICER
COUNCIL OF LEGAL EDUCATION**