



## COUNCIL OF LEGAL EDUCATION

### INSTRUCTIONS TO CANDIDATES - APRIL 2022 ATP EXAMINATIONS

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The April 2022 ATP Examination will run from **Thursday, 31<sup>st</sup> March to Tuesday, 12<sup>th</sup> April 2022**.

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

#### **COVID-19 Protocols during the Administration of the ATP Examination**

In as much as the Government of Kenya has lifted most of the COVID-19 protocols and restrictions, candidates are encouraged to follow COVID-19 preventive measures during the examination period.

#### **Prior to the examination:**

1. A window period to print Examination Cards is open to 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 familiarize themselves with the location of the centre before the commencement of the examination.
2. Candidates must carry their examination cards to the examination centre/room.
3. Candidates must also produce their KSL identification card or national ID for identification into the examination room.
4. Sitting positions will be allocated by the invigilators. Candidates must occupy the seat assigned to them by the invigilator. The invigilator may **change** the sitting position of a candidate where necessary.
5. 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.

6. No unauthorized material shall be brought to the examination room. Possession of any unauthorised material is an **examination irregularity** for which a candidate shall be taken through the disciplinary procedure.
7. 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.
8. For purposes of **ATP 106 Legal Practice Management**, candidates will be allowed to bring in the examination room a noiseless scientific calculator.
9. Pencil pouches are not allowed into the examination room.
10. Do not start writing on the examination booklet or the question paper before the official announcement for the commencement of the examination.
11. No water, snacks or food will be allowed into the examination room.
12. No hats are allowed in the examination room.
13. 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:**

14. 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.
15. Do not write your name on the examination booklet.
16. Attempt each question on a fresh page of the booklet.
17. 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.
18. Do not answer any extra question(s). Only the required number of questions will be graded.
19. 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.

20. Indicate the booklet serial number on the examination card.
21. No credit shall be given for illegible answers, WRITE legibly and neatly.
22. 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.
23. Use of fountain pens is prohibited.
24. Examination irregularities shall among others include:
  - a) Passing or receiving verbal, non-verbal, written or sign communication during an examination;
  - b) Possession of technology/devices such as mobile phones, smart watches whether on or off;
  - c) Use of any form of technology/devices or unauthorized material such as textbooks, written notes, statues to transfer information relating to the examination 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;
  - g) Stepping out of the examination room without an invigilator;
  - h) Writings on the examination card or in the Penal Code;
  - i) Writings on your body;
25. 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.
26. Candidates must carry enough stationery such as pens and erasers. Borrowing is NOT allowed in the examination room.
27. Remain seated during the examination. Raise your hand if you need the assistance of an invigilator and the invigilator will approach and attend to you.

#### After the examination:

28. No candidate shall be allowed to leave the examination room during the last 30 minutes of the examination.
29. 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 invigilator

30. You are responsible for ensuring the submission of your script once you are through with the examination.
31. You are expected to maintain discipline and order within the examination precincts and to follow any instructions given by the invigilators.
32. 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 determined by the Council.

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