



COUNCIL OF LEGAL EDUCATION

GENERAL NOTICE NO. 6 OF 2023

**INSTRUCTIONS TO REGISTERED CANDIDATES ON DEFFERMENT OF
THE MARCH 2023 ATP EXAMINATION & PRINTING OF EXAMINATION
CARDS**

1. Deferral of the March 2023 ATP examination will commence on **Thursday, 9th March 2023**, one is allowed to defer any time from the date above but before 9.00am on the day a particular examination paper is scheduled.
2. Registered candidates interested in deferring an examination(s)/unit(s) shall make an application through their candidate portal as follows:
 - i. Step 1 - Log in to the candidate portal
 - ii. Step 2 - Click on 'Deferral' (left hand side bar)
 - iii. Step 3 - Click on 'New Requisition'
 - iv. Step 4 - Select the registered examination(s) you want to defer
 - v. Step 5 - Type the reason (The reason should NOT be more than 250 characters).
 - vi. Step 6 - Click on 'Submit Request'
3. Examination cards for the March 2023 ATP examination shall be printed by the candidate through the candidate portal from **Friday, 10th March 2023** as follows:
 - i. Step 1 - Log in to the candidate portal
 - ii. Step 2 - Click on 'Exam Card' (left hand side bar)
 - iii. Step 3 - Click on the printer icon to print (examination card should be printed on a clean white A4 paper)


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