



## COUNCIL OF LEGAL EDUCATION

### INSTRUCTIONS TO CANDIDATES - NOVEMBER 2023 ATP EXAMINATION

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The November 2023 ATP Examination will run from **Thursday 16<sup>th</sup> to Tuesday, 28<sup>th</sup> November 2023.**

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

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

1. A Registered candidate is expected to print Examination Cards within the notice period published by Council. The card contains the name of the examination centre and the units registered for by the candidate.
2. A candidate is expected to familiarize themselves with the location of the centre before the commencement of the examination.
3. A candidate must carry examination cards to the examination room.
4. A Candidate shall produce their KSL identification card or national Identification Card for identification before accessing the examination room.
5. Sitting positions will be allocated by the **invigilator**. 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 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.
7. No Candidate shall be allowed to leave the examination room during the first **one (1) hour** after commencement of examination.
8. 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.

9. 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 to the examination venue. A Penal Code with markings, writings and those with foreign pages affixed to it shall not be allowed into the examination room / venue.
10. For purposes of **ATP 106 Legal Practice Management**, a candidate will be allowed to bring in the examination room a noiseless scientific calculator.
11. The following materials shall not be allowed into the examination room:
  - a. Pencil pouches
  - b. Water, snacks and foods
  - c. Hats
  - d. Luggage/personal belongings
  - e. Any written or printed material not authorised by council
  - f. Electronic gadgets including phones, computers and digital/ smart watches.
12. Candidates are expected to ensure that items brought to the venue are kept safely. Council shall not be held responsible / liable for any loss or damage to items brought to the examination venue.

**During the examinations:**

13. **Every candidate shall be expected to:**
  - a. Refrain from writing on the examination booklet or the question paper before the official announcement for the commencement of the examination.
  - b. Read and follow the examination instructions indicated on the examination question paper.
  - c. To indicate 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. Attempt each question on a fresh page of the booklet and to indicate the question number.
  - f. 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.
  - g. Not to answer/ attempt any extra question(s). Only the required number of questions shall be marked and graded.
  - h. 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, 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.

- i. Indicate the booklet serial number on the examination card and the nominal roll.
- j. Write legibly and neatly.
- k. Not to use fountain pens.

14. Examination irregularities shall among others include:

- 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, smart watches whether on or off;
- c) Use of any form of devices or unauthorized material such as textbooks, written notes, statues 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 you're your work to another candidate to copy;
- g) Mutilation of the examination booklet;
- h) Stepping out of the examination room without an invigilator;
- i) Writings on the examination card or in the Penal Code; and
- j) Writings on your body.

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

14.2 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.



15. It is the candidate's responsibility to ensure that the examination attendance register is signed. Remember that this will be used to account for your script.
16. A Candidate must ensure that they carry enough authorised stationery to the examination room. Borrowing is NOT allowed in the examination room.
17. A candidate shall at all 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.

**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 by the invigilators.
  - b. Leave any other used or unused answer booklets on your desk in the examination room.
  - c. Stay in the examination room until you have been instructed to leave by the invigilator.
  - d. Ensure you submit your script once you are through with the examination.
  - e. To maintain discipline and order within the examination precincts and to follow any instructions given by the invigilators.

  
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