



COUNCIL OF LEGAL EDUCATION

GENERAL NOTICE NO. 26 OF 2023

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

Deferral of the November 2023 ATP examination will commence on **Tuesday, 7th November 2023**. Deferment requests can be submitted at any time from the aforementioned date until **8:59 am** on the day when the specific examination paper is scheduled.

Examination cards for the November 2023 ATP examination will be available for printing through the candidate portal from **Wednesday, 8th November 2023**.

DEFERRAL

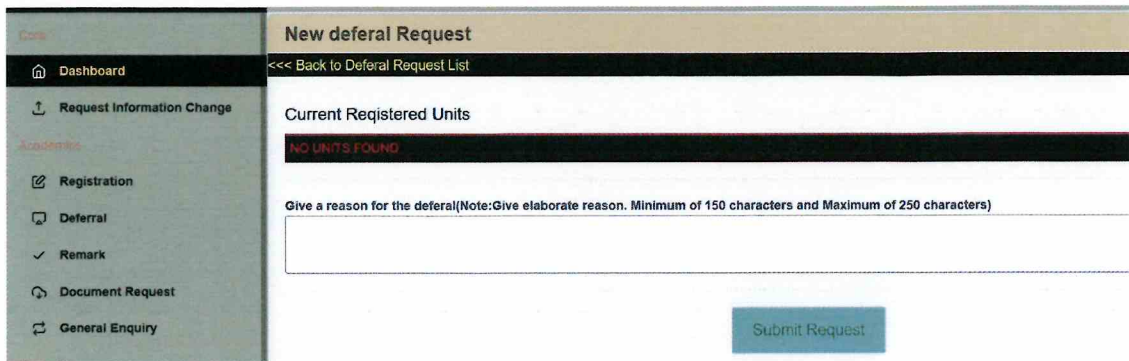
A Registered candidate who is interested in deferring an examination(s)/unit(s) shall make an application through their candidate portal following the steps below:

- i. Step 1 - Log in into 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
- vi. Step 6 - Click on 'Submit Request'

Please see the two (2) images below.

The screenshot displays the candidate portal interface. On the left is a sidebar with navigation options categorized into Core, Academics, and Financials. The 'Deferral' option under Academics is highlighted. The main content area is titled 'Units Deferral Requisition List' and features a 'New Requisition' button. Below this, there is a section for 'Units Deferral Requisition History' which currently shows 'No Requisition History Found'.

1st November 2023

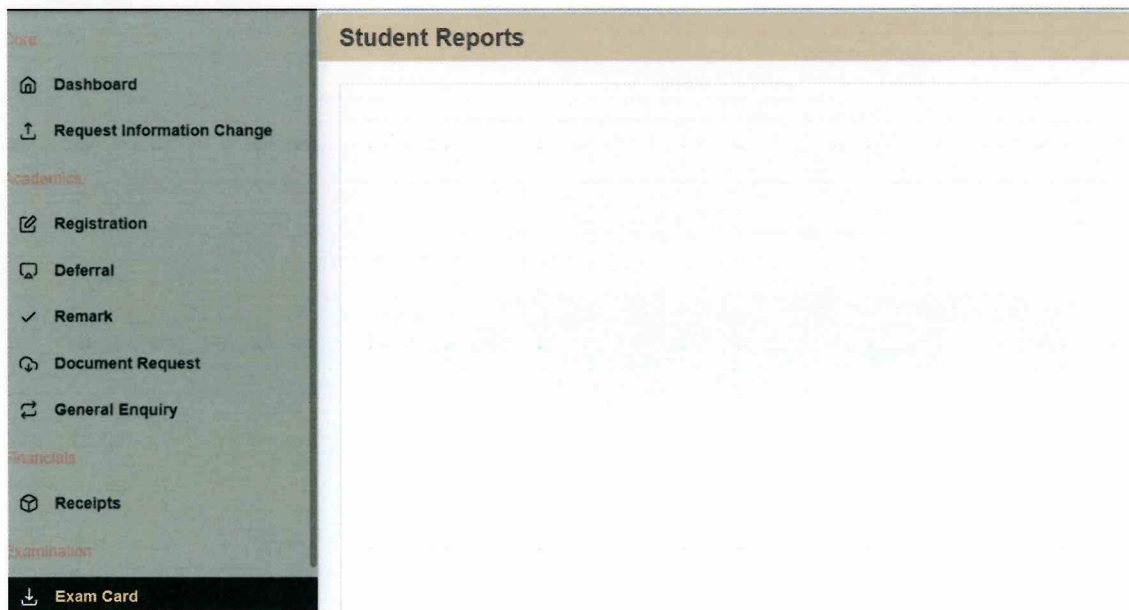


EXAMINATION CARDS

Follow steps as shown below to download examination card

- i. Step 1 - Log in into 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)

Please see the image below.



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AG. SECRETARY/CHIEF EXECUTIVE OFFICER
COUNCIL OF LEGAL EDUCATION

1st November 2023