

COUNCIL OF LEGAL EDUCATION

GENERAL NOTICE NO. 12 OF 2024

INSTRUCTIONS TO REGISTERED CANDIDATES ON DEFERMENT OF THE APRIL 2024 ATP EXAMINATION & PRINTING OF EXAMINATION AUTHORIZATION CARDS

Deferral of the April 2024 ATP examination will commence on **Monday**, 8th **April 2024**. Deferment is allowable through candidate's portal at any time from the aforementioned date but **not later than 9:00 am** on the day the specific examination paper is scheduled.

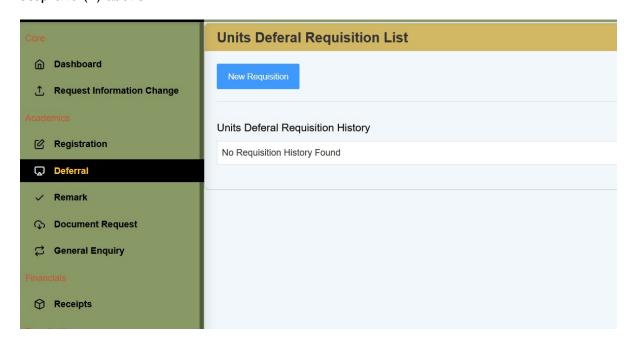
Examination authorization cards for the April 2024 ATP examination will be available for printing through the candidate portal from Monday, 8th April 2024.

1. Deferral

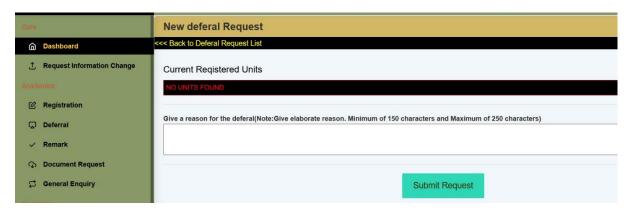
A Registered candidate who is interested in deferring an examination(s)/unit(s) shall make an application through their candidate portal following the steps below:

- 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'

Step two (2) above



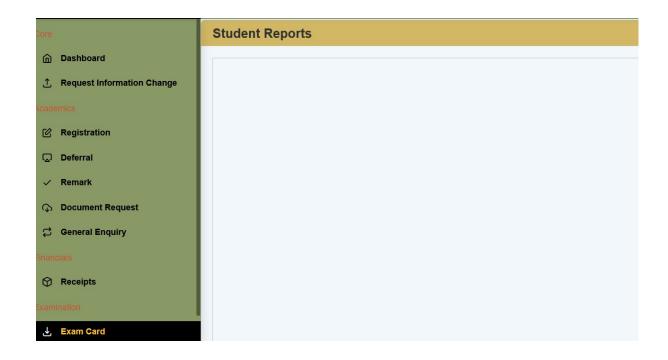
Step two (2) continued



2. EXAMINATION CARDS

Follow steps as shown below to download examination card

- i. Step 1 Log in into the candidate portal
- ii. Step 2 Download your Exam Card by clicking the Exam Card download button (left hand side bar)
- iii. Step 3 Click on the printer icon to print your downloaded Exam Card. (examination card should be printed on a clean white A4 paper)





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