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

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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)

MS. JENNIFER GITIRI, HSC
AG. SECRETARY/CHIEF EXECUTIVE OFFICER
COUNCIL OF LEGAL EDUCATION

8th April 2024