



COUNCIL OF LEGAL EDUCATION

GENERAL NOTICE NO. 12 OF 2024

INSTRUCTIONS TO REGISTERED CANDIDATES ON DEFERRMENT 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**. Deferral 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

The screenshot displays the candidate portal interface. On the left, a green sidebar lists navigation options under three categories: Core (Dashboard, Request Information Change), Academics (Registration, Deferral, Remark), and Financials (Receipts). The 'Deferral' option is highlighted in black. The main content area has a yellow header 'Units Deferral Requisition List'. Below the header is a blue 'New Requisition' button. Underneath is a section titled 'Units Deferral Requisition History' which contains a white box with the text 'No Requisition History Found'.

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Step two (2) continued

The screenshot shows a web interface for submitting a deferral request. On the left is a navigation menu with categories: Core (Dashboard, Request Information Change), Academics (Registration, Deferral, Remark, Document Request, General Enquiry), Financials (Receipts), and Examination (Exam Card). The main content area is titled 'New deferral Request' and includes a '<<< Back to Deferral Request List' link. Below this, it displays 'Current Registered Units' with a red banner stating 'NO UNITS FOUND'. A text input field is provided for the reason, with a note: 'Give a reason for the deferral(Note:Give elaborate reason. Minimum of 150 characters and Maximum of 250 characters)'. A green 'Submit Request' button is at the bottom right.

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)

The screenshot shows the 'Student Reports' page. The left navigation menu is identical to the previous screenshot, with the 'Exam Card' option highlighted in a dark bar at the bottom. The main content area is currently blank.

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COUNCIL OF LEGAL EDUCATION

8th April 2024