

## **IMPORTANT RULES AND REGULATIONS GOVERNING EXAMINATIONS AT A GLANCE**

1. The examinations will at all times be held strictly in accordance with the timetable issued.
2. Candidates will only be allowed to sit for the papers for which they have entered.
3. Neither the candidates nor the presiding officials are allowed to smoke in the examination room.
4. Candidates must bring to the examination room the **exam permit** and only prescribed identification documents (**original National Identity Card**). Failure to do so will, disallow the candidate from sitting the examination.
5. Cell phones and other communication devices should **NOT** be brought into the examination room.
6. A candidate who insists on sitting an examination without proof of examination entry will be disqualified if it is subsequently proved that the candidate was actually not registered to sit the paper.
7. Candidates must sign the attendance register at each session as proof that they sat the examination.
8. In the event of an incident which requires to be recorded, the affected candidate must sign the incident form. Failure or refusal to sign the incident form will lead to disqualification.

### **BEFORE THE EXAM STARTS, CANDIDATES SHOULD:**

1. Arrive at the designated examination center at least one hour before the examination starting time.
2. Candidates should **NOT** bring into the examination room briefcases, handbags, pouches, books, clipboards, revision notes and any other written materials.
3. Clearly read all the instructions on the examination paper and answer booklet.
4. Display admission permit and other identification documents on the left hand side of his/her desk throughout the examination and take it with him/her when leaving the center after the examination.
5. Not to open the question paper/answer sheet until the start time is announced.

### **DURING THE EXAM CANDIDATES SHOULD:**

6. Ensure that his/her candidate's number as shown on the examination permit is **CORRECTLY WRITTEN** as provided on the Answer book/Sheet/Question paper.
7. Not to converse, communicate with or willingly receive communication from any person during the examination except the Presiding Officers.
8. Not to read or attempt to read the work of any other candidate.
9. Not temporarily leave the examination room, except in case of urgent necessity. In such an occasion the candidate must be accompanied.
10. Not use calculators which produce any sound or noise when being operated.
11. Not leave the examination room within the first hour or within the last 30 minutes

### **AFTER THE END OF THE EXAM, CANDIDATES SHOULD:**

12. Stop writing when the Presiding Officer announces the end of the examination.
13. Candidate must personally hand over his/her answer sheet to the invigilator or Presiding Officer.
14. Remain seated until the Presiding Officer collects all answer sheets and announces that candidates are free to leave the examination room

### **IMPORTANT NOTE**

1. **COMPREHENSIVE EXAM RULES WILL BE READ BEFORE THE START OF THE EXAM.**
2. **THIS EXAM PERMIT WILL BE USED FOR CAT 1, CAT 2 AND MAIN EXAM.**
3. **EXAM DATES: CAT 1: ....., CAT 2: ..... AND EXAM: .....**
4. **A CANDIDATE WHO MISSES EITHER A CAT OR AN EXAM WILL NOT BE GRADED. INSTEAD WILL HAVE TO REGISTER FOR THE UNIT AFRESH WITH FULL EXAMINATION FEES PAYMENT.**
5. **WRITING WRONG INDEX NUMBER ON THE ANSWER SCRIPT WILL ATTRACT A PENALTY OF KES.1,500.**