

KENYA SCHOOL OF GOVERNMENT

INSTRUCTIONS TO CANDIDATES

(1.) Every candidate shall:

- a) Produce the examination card embossed with his or her photograph as provided during the rehearsal and also, the national identity card or passport before being permitted to enter the examination room;
- b) Sign on the candidate's register in the course of the examination paper being undertaken;
- c) Be present at the examination centre at least **fifteen** minutes before the time appointed for the start of the examination paper to be undertaken;
- d) Use the prescribed answer booklets and write in blue or black ink or Braille;
- e) Provide accurate personal details at the time of registration;
- f) Confirm, during rehearsal, that the spelling of his or her name, personal number and national identity card number provided at the registration are correctly recorded in the candidate's register availed by the School;
- g) Avail for his or her use any device required during the examination including a wrist watch, noiseless calculator, a pencil and black or blue ink pen;
- h) Sit only for the paper is registered to undertake; and
- i) Take care to read, understand and adhere to the instructions on the examination paper.

(2.) To prevent the occurrence of examination irregularity:

- a) No candidate shall use a mobile phone during the examination session;
- b) Any mobile phone must be switched off while the examination is in progress;
- c) The use of any mobile phone by any candidate during any examination session shall constitute an irregularity; and
- d) Any invigilator, supervisor or involved person shall not use a mobile phone in the examination room while the examination is in progress.

(3.) A candidate who knows that for any reason he or she will not be able to undertake the examination as scheduled in the notification issued by the School is discouraged from registering for the examination;

(4.) Any candidate who on account of any reason, fails to sit for an examination paper he or she has registered for shall:

- a) Not be entitled to any refund of the registration fees;
- b) Be recorded as having been absent; and
- c) Be entitled to register for the examination paper subject to paying the prescribed registration fees.

(5.) A candidate who considers himself or herself to be through with the examination paper being undertaken may leave the examination room subject to:

- a) Handing to the invigilator his or her script;
- b) Not being allowed back to the examination room once he or she has left; and
- c) Lapsing of at least thirty minutes from the start of the examination paper being undertaken.