



REPUBLIC OF KENYA
MINISTRY OF HEALTH
**THE KENYA MEDICAL LABORATORY
TECHNICIANS AND TECHNOLOGISTS BOARD**
P . O . BOX 20889-00202 NAIROBI KENYA TEL/FAX 254-020-2731391

EXAMINATION RULES AND REGULATIONS

Those eligible to sit Board examinations **must** fulfill the following requirements:

1. Produce identification documents for the examination to be done.
2. Be subject to the authority of the invigilator/supervisor while in examination venue/room/laboratory.
3. Observe silence for the whole duration of the examination.
4. Avoid smoking, drunkenness and other drugs and substances of abuse during the whole duration of examination.
5. Avoid causing any disturbance; this may force the candidate to be excluded from the examinations.
6. Shall **not** make use of unauthorized books, manuscripts or other extraneous aids or communicate with any other person other than the invigilator or attempt to complete the scripts by any other unfair means.
7. Shall only use the official stationery provided and surrender all unused stationery to the invigilator.
8. Avoid cheating which may lead to **disqualification** of the whole examination.
9. Assemble at the examination venue 30 minutes before the examinations start.
10. Shall not leave the examination room during the first 30 minutes or the last 30 minutes of the examination.
11. Shall leave at the back or front of the room personal belongings such as brief cases, handbags, cell phones, programmable calculators, laptop computers etc as instructed by the invigilator.
12. Shall not leave their seats but raise hands to attract the invigilator's attention.
13. Shall remain seated at the end of the examination until all scripts have been collected and permission to leave granted.
14. Shall ensure that the attendance list is signed and the answer booklets have been handed to the invigilator/supervisor.
15. All candidates **MUST** write their examination details on the answer booklets i.e. examination number, examination centre and subject. Failure shall lead to no marking of script and therefore automatic disqualification.
16. There shall be no remarking of examination answer booklets

attached to the invigilator's report. The candidate should acknowledge that he/she has been found in possession of the material relevant to the examination. If the affected candidate declines to acknowledge the unauthorized material the invigilator writes a detailed report which is countersigned by the supervisor.

Ending the examination

1. The invigilator shall instruct the candidates to stop writing at the appointed time and remind them to:
 - a) Check that they have filled in all the information requested on the front of the answer booklet
 - b) Check that they have fastened their work securely
 - c) Separate parts 1 and 2 of the question paper and ensure stapling has been done
 - d) Remain seated until all the answer booklets have been collected
2. The invigilator shall collect answer booklets from the candidates including the unused booklets. The scripts shall be packed, sealed and submitted to the supervisor for onward transmission to the Board.
3. The top envelopes should indicate the number of scripts enclosed, examination level, centre, date, name and signature of the invigilator
4. The invigilator shall return duly completed report forms to the supervisor alongside the scripts.
5. All unused stationery and other materials shall be returned to the examination secretariat as soon as possible after the examination.
6. The invigilator shall be **held accountable** for any loss of script under his/her custody.
7. The candidate shall be responsible for any loss if he/she did not surrender the answer booklet at the end of the examination

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