



REPUBLIC OF KENYA

MINISTRY OF HEALTH



KENYA MEDICAL LABORATORY TECHNICIANS AND TECHNOLOGISTS BOARD

KMLTTB REGISTRAION EXAMINATION RULES AND REGULATIONS

*Pursuant to the Medical Laboratory Technicians and Technologists Act CAP 253 A
Laws of Kenya*

QUALITY ASSURANCE SWEVICES

	KMLTTB REGISTRAION EXAMINATIONS RULES AND REGULATIONS		DOCUMENT CONTROL Serial: KMLTTB/EXA/RULE/REGU/01 Version 001 Date: 13 TH MAY, 2025
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KMLTTB REGISTRAION EXAMINATIONS EXAMINATION RULES AND REGULATIONS.

A. Eligibility for the candidates to sit for KMLTTB registration examinations

Once a person is indexed as a medical Laboratory sciences student, he/she becomes automatically subject to the rules and regulations, along with the disciplinary procedures of the Board.

For a person to be eligible to sit for Board examinations, one **MUST** fulfill the following requirements: -

1. Successfully completion of their training based on the right entry requirements per level of training in line with the Act. i.e.
Degree level; Mean grade of C+, with C+ in Mathematics/physics, Biology, Chemistry and English/Kiswahili.
Diploma Level; Mean grade of C, with C in Mathematics/physics, Biology, Chemistry and English/Kiswahili,
Certificate Level; Mean grade of C-, with D+ in Mathematics/physics, C- in Biology, Chemistry and English/Kiswahili.
NB: Training of Medical Laboratory Sciences at certificate level was officially stopped in the year 2016 hence now defunct. All certificate holders were expected to upgrade to at least diploma level.
2. Must have passed all Medical Laboratory core subjects in the Board Examinations at 50% including practical and oral papers to attain an overall pass.
3. Failure to attain a 50% in any of the core subjects, a candidate is deemed to have an overall score of Fail in the Board Exam. Such a candidate shall be required to sit the failed paper(s) in immediately following series of exams. Failure in four subjects and above or a fail in practical a candidate shall be required to re-sit the entire Board Examinations. It is the responsibility of the candidate to apply for the re-sit of any failed paper(s). The Board reserves the right to allow a candidate to re-sit exam for those involved in examination malpractices



B. During examination:

The invigilator shall: -

1. Attend appropriately to any unusual circumstances and report the same to the Lead invigilator/supervisor in writing.
2. Record the attendance of the examination.
3. **NEVER ATTEMPT TO INTERPRET** the question but consult the supervisor.
4. Note down all unusual incidents taking place during the examination.

The candidates shall: -

1. Produce identification documents for the examination to be done.
2. Be subject to the authority of the invigilator(s)/supervisor(s) 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. **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. 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, smart watches, smart pens, smart calculators etc. as instructed by the invigilator.
12. **NOT** leave their seats but raise hands to attract the invigilator's attention.
13. Remain seated at the end of the examination until all scripts have been collected and permission to leave granted.
14. Ensure that the attendance list is signed and the answer booklets have been handed to the invigilator/supervisor.
15. Write 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. Should be escorted by the invigilator of the same sex if leaving the examination room with the intention of returning.
17. Should be taken to hospital or advice sought from the invigilator(s) If taken ill during an examination.



18. Should be made to withdraw from the room and if necessary, the assistance of a security sought if an examination irregularity is detected that concern her/him.
19. Should be made to withdraw from the room and if necessary and the assistance of a security officer be sought if one causes disturbance during an examination that concern her/him.
20. In an event of evacuation of a candidate is necessary, instructions to cover particular emergency must be followed.
21. If found in possession of **UNAUTHORIZED MATERIAL**, this should be **CONFISCATED**, endorsed and witnessed by other invigilator(s)/supervisor(s) then attached to the Lead 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 Lead invigilator/supervisor writes a detailed report which is countersigned by the invigilator(s)/supervisor(s).

C. 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 Lead invigilator(s)/Supervisor and all the other invigilators shall be **HELD ACCOUNTABLE** for any loss of script under their/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.
8. If a candidate has an issue regarding released examination results, he/she should raise it before the Board in writing within fourteen days of its release.
9. All examination irregularities and illegalities emanating from any KMLTTB Registration examination series shall be dealt with in accordance with KMLTTB irregularities (**KMLTTB/EXAM.IRREGULAR/01**) provisions.



10. After the release of the examination results candidates may request for a remark within fourteen days using form **KMLTTB/APL/03** and pay the requisite fee. The results of a remark are final.

Printed under the Authority of the Board. (KMLTTB)

.....THE END.....

