




REPUBLIC OF KENYA
MINISTRY OF HEALTH



**KENYA MEDICAL LABORATORY TECHNICIANS AND TECHNOLOGISTS BOARD
STANDARD OPERATING PROCEDURES (SOP) ON DEALING WITH REGISTRATION
EXAMINATION IRREGULARITIES**

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

	STANDARD OPERATING PROCEDURES (SOP) ON DEALING WITH REGISTRATION EXAMINATION IRREGULARITIES		DOCUMENT CONTROL Serial: KMLTTB/EXAM.IRREGULAR/01 Version 001 Date: 2 ND JANUARY, 2025
	OWNER OF THE FORM	REGISTRAR	



“Act” means the Medical Laboratory Technicians and Technologists Act;

“Board” means the Board of Management established by section 3 of the Act;

“Committee” means the Medical Laboratory Technicians and Technologists Compliance Committee.

“Examination Center” means a place where examinations are conducted for candidates and having the requisite infrastructure to conduct of examinations, adhering to such standards as stipulated under these Standard Operating procedures;

“Examiner” means a person authorized under these Standard Operating procedures to have access and knowledge of the examination questions or of any materials related to the examination;

“Invigilator” means a designated person to oversee candidates taking examinations ensuring that candidates do not engage in examination irregularities adhering to all examination rules; and

“Registration Examination” means examinations which are approved by and administered to candidates for purposes of registration as Medical Laboratory Professional (Medical Laboratory Technicians, Medical Laboratory Technologists or Officers).

EXAMINATION IRREGULARITIES

1. Having unauthorized material and/or taking into examination rooms, written materials on clothes, handkerchiefs, hats, petticoats, caps, underside of shirts, jackets/overcoats, body parts, clipboards, writings on adjacent walls, desks, tables, bags, electronic devices, such as mini computers, calculators, cell phones, pagers etc. Exceptions to this list will be made for devices and/or reference materials prescribed for online or open book examinations.
2. Copying from or making reference to unauthorized material(s) or examination paper of another applicant in the examination room
3. Obtaining assistance from another applicant or non-applicant or giving assistance to another applicant, directly or indirectly in answering an examination paper.
4. Destroying evidence which may be used as proof of an examination irregularity.



5. Carrying examination scripts/answer sheets, one's or another applicant's out of the examination room or applicant deliberately not submitting art examination script.
6. Writing on examination question papers.
7. Reading the question paper before the start of the examination has been announced or continuing to answer the questions after the end of the examination has been announced.
8. Disregarding the arrangement of the examination room and instructions of an invigilator.
9. Permitting another applicant to copy from or make use of one's papers.
10. Presenting for examination the works of another person or person without acknowledgement and with intent to deceive.
11. Any attempt to copy, read or write from written walls, toilets, tables, desks, parts of the body, or any other material.
12. Threatening invigilators and obstructing the invigilator from carrying out his/her duties or behaving in a manner likely to disrupt the examination process or cause of a breach of the peace.
13. Causing actual bodily harm to the invigilators, those assisting in the invigilation or fellow applicants sitting for the examinations. Impersonating or sitting an examination for another applicant.
14. An applicant leaving the examination room without the invigilator's permission.
15. Committing a breach of any other examination rule or regulation which may be communicated to the applicants from time to time by the invigilators.



DISCIPLINARY ACTION

Examination offences that are punishable and the associated penalties.

S/NO.	OFFENCE	PENALTY
1.	Possessing or copying from unauthorized materials brought into the examination venue by the candidate themselves or by others is prohibited.	<ul style="list-style-type: none"> (i) The candidate's entire examination results shall be nullified. (ii) The candidate will face a one calendar year suspension from re-taking the examination, and upon re-sitting, they will need to register for the entire examination again. (iii) A written warning.
2.	Engaging in copying from other candidates' examination work in the examination room.	<ul style="list-style-type: none"> (i) The candidate's entire examination results shall be nullified. (ii) The candidate will face a one calendar year suspension from re-taking the examination, and upon re-sitting, they will need to register for the entire examination again. (iii) A written warning.
3.	Distributing, exchanging, or providing unauthorized written, electronic, or any other material to other candidates during an examination	<ul style="list-style-type: none"> (i) The candidate's entire examination results shall be nullified. (ii) The candidate will face a one calendar year suspension from re-taking the examination, and upon re-sitting, they will need to register for the entire examination again. (iii) A written warning.



4.	Talking or using gestures to communicate with other candidates during the examination	<ul style="list-style-type: none"> (i) The candidate's entire examination results shall be nullified. (ii) The candidate will face a one calendar year suspension from re-taking the examination, and upon re-sitting, they will need to register for the entire examination again. (iii) A written warning.
5.	Having or utilizing electronic devices such as mobile phones, MP3/MP4 players, iPods, Bluetooth devices, programmable calculators, or any other unauthorized equipment/gadgets	<ul style="list-style-type: none"> (i) The candidate's entire examination results shall be nullified. (ii) The candidate will face a one calendar year suspension from re-taking the examination, and upon re-sitting, they will need to register for the entire examination again. (iii) A written warning.
6.	Possession of used or unused examination answer booklet(s) in the examination venue during a examination	<ul style="list-style-type: none"> (i) The candidate's entire examination results shall be nullified. (ii) The candidate will face a one calendar year suspension from re-taking the examination, and upon re-sitting, they will need to register for the entire examination again. (iii) A written warning.



7.	Persisting in writing even after the invigilator has declared the end of the allocated examination time	<ul style="list-style-type: none"> (i) The candidate's entire examination results shall be nullified. (ii) The candidate will face a one calendar year suspension from re-taking the examination, and upon re-sitting, they will need to register for the entire examination again. (iii) A written warning.
8.	Removing one's answer booklet(s) from the examination room	<ul style="list-style-type: none"> (i) The candidate's entire examination results shall be nullified. (ii) The candidate will face a one calendar year suspension from re-taking the examination, and upon re-sitting, they will need to register for the entire examination again. (iii) A written warning.
9.	Taking another candidate's answer booklet(s) out of the examination room	<ul style="list-style-type: none"> (i) The candidate's entire examination results shall be nullified. (ii) The candidate will face a one calendar year suspension from re-taking the examination, and upon re-sitting, they will need to register for the entire examination again. (iii) A written warning.
10.	Candidates whose answer booklet(s) have been removed from the examination room without their knowledge or consent	<ul style="list-style-type: none"> (i) Cancellation of the candidate's examination results in the unit concerned (ii) Re-do the unit as a special examination when next on



		offer if absolved from any complicity or conspiracy.
11.	Destruction of evidence that could serve as proof of an examination irregularity	<ul style="list-style-type: none"> (i) The candidate's entire examination results shall be nullified. (ii) The candidate will face a one calendar year suspension from re-taking the examination, and upon re-sitting, they will need to register for the entire examination again. (iii) A written warning.
12.	Hindering the invigilator while they are carrying out their duties, and/or resorting to personal violence and/or threats against the invigilator regarding examination matters	<ul style="list-style-type: none"> (i) The candidate's entire examination results shall be nullified. (ii) The candidate will face a one calendar year suspension from re-taking the examination, and upon re-sitting, they will need to register for the entire examination again. (iii) A written warning.
13.	Intentionally causing disruptions during university examinations due to a candidate's behavior	<ul style="list-style-type: none"> (i) The candidate's entire examination results shall be nullified. (ii) The candidate will face a one calendar year suspension from re-taking the examination, and upon re-sitting, they will need to register for the entire examination again. (iii) A written warning.



14.	Attending the examination venue under the influence of alcohol and/or substance abuse	<ul style="list-style-type: none"> (i) The candidate's entire examination results shall be nullified. (ii) The candidate will face a one calendar year suspension from re-taking the examination, and upon re-sitting, they will need to register for the entire examination again. (iii) A written warning.
15.	Smoking inside the examination room	<ul style="list-style-type: none"> (i) The candidate's entire examination results shall be nullified. (ii) The candidate will face a one calendar year suspension from re-taking the examination, and upon re-sitting, they will need to register for the entire examination again. (iii) A written warning.
16.	Plotting or collaborating to impersonate another candidate(s) during an examination	<ul style="list-style-type: none"> (i) The candidate's entire examination results shall be nullified. (ii) The candidate will face a one calendar year suspension from re-taking the examination, and upon re-sitting, they will need to register for the entire examination again. (iii) A written warning.



17.	Possessing and/or using another candidate's examination	<ul style="list-style-type: none"> (i) The candidate's entire examination results shall be nullified. (ii) The candidate will face a one calendar year suspension from re-taking the examination, and upon re-sitting, they will need to register for the entire examination again. (iii) A written warning.
18.	Offering one's own examination card for use by another candidate	<ul style="list-style-type: none"> (i) The candidate's entire examination results shall be nullified. (ii) The candidate will face a one calendar year suspension from re-taking the examination, and upon re-sitting, they will need to register for the entire examination again. (iii) A written warning.
19.	Submitting an invalid examination card to the invigilator during an examination	<ul style="list-style-type: none"> (i) The candidate's entire examination results shall be nullified. (ii) The candidate will face a one calendar year suspension from re-taking the examination, and upon re-sitting, they will need to register for the entire examination again. (iii) A written warning.



20.	Having a forged examination card	<ul style="list-style-type: none"> (i) The candidate's entire examination results shall be nullified. (ii) The candidate will face a one calendar year suspension from re-taking the examination, and upon re-sitting, they will need to register for the entire examination again. (iii) A written warning.
21.	Attending an examination for a unit in which one has not properly registered	<ul style="list-style-type: none"> (i) The candidate's entire examination results shall be nullified. (ii) The candidate will face a one calendar year suspension from re-taking the examination, and upon re-sitting, they will need to register for the entire examination again. (iii) A written warning.
22.	Taking examinations without paying the required fee	<ul style="list-style-type: none"> (i) The candidate's entire examination results shall be nullified. (ii) The candidate will face a one calendar year suspension from re-taking the examination, and upon re-sitting, they will need to register for the entire examination again. (iii) A written warning.



<p>23.</p>	<p>Plagiarism or copying without proper acknowledgment</p>	<ul style="list-style-type: none"> (i) The candidate's entire examination results shall be nullified. (ii) The candidate will face a one calendar year suspension from re-taking the examination, and upon re-sitting, they will need to register for the entire examination again. (iii) A written warning.
<p>24.</p>	<p>Committing examination offenses multiple times</p>	<ul style="list-style-type: none"> (i) The candidate's entire examination results shall be nullified. (ii) The candidate will be banned from taking any other exam in future hence not registrable and not allowed to practice

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

