

Examination Policies and Procedures

Examination Instructions and Rules

Instructions

Candidates must be punctual and adhere to the time stated on the timetable and seating arrangements. No candidate will be admitted into the examination room more than 20 minutes after the scheduled time for the commencement of the Examination.

No candidate will be given permission to leave the examination room during the first thirty minutes of the examination, nor in the last 15 minutes of the Examination for any reason whatsoever.

Candidates must ensure that all instructions on the question paper and on the answer book are carefully read.

Each book should show clearly on the front cover:

- (a) The candidates' examination number
- (b) The title of each examination paper
- (c) The title of the appropriate part of the paper
- (d) The date of the examination.

Rules

The Chief Invigilator and Officials appointed by the School Administration have control and direction over the conduct of the candidates in the Examination Hall; they may require that a candidate leaves the Examination Hall if, in their opinion, the candidate has behaved in such a way as to disturb other candidates or otherwise disrupt the smooth running of the Examination. Any candidate so requested to leave the Hall may be struck off the list of candidates and may be disqualified.

Any Candidate who:

- (a) has in his/her possession or uses any book manuscript, tutorial material, notes, whatsoever, except in so far as permitted by the Council of Legal Education;

OR

- (b) copies from the paper of another or receives or gives help to another candidate during the examination, or attempts to do any of the following;

OR

- (c) removes from the Examination Hall any answer books, supplementary books or other paper used or unused;

OR

- writes in or attaches to any Examination answer book or paper any message or appeal to examiners;

OR

- (e) commits any other kind of misconduct whatsoever in relation to the Examination or to

question papers or the examination answer book or paper, may be liable to be struck off the list of candidates and disqualified.

Plain papers should not be used unless where it is stipulated; only **ANSWER and**

SUPPLEMENTARY BOOKS supplied at the examination shall be **MARKED** by the examiners.

The Council of Legal Education may, pending investigation, withhold the publication in any Pass List of the name of any candidate suspected of having infringed any of the preceding rules.

Any candidate whose name is struck off the list under any of the preceding rules may not be admitted to any future examination without the leave of Council. Breaches of the rules may be reported to Council for disciplinary action as it may think appropriate - which involves expulsion from the school.

PART VI

Regulations for the Compilation of Results

The examination pass mark is 50%

The pass mark in every subject is 50%

Students must pass in every subject to have a clear pass;

Where a student who fails in two subjects, he or she may be given a reference in those subjects, to be taken a month after the publication of the results.

Where a student fails in more than two subjects, he or she must repeat the whole examination.

A student is allowed a maximum 3 (three) attempts at the examination, a reference being counted as an "attempt" for this purpose.

A student who has attempted the examination on 2 (two) occasions must exhaust his or her third option at the next examination.

6.1 The Grading System

The grading system is as follows:-

80% Class I - A

79% - 70% Class II Div 1 - B

69% - 60% Class II Div 2 - C

59% - 50% Class III Div 3- D

Below 50% - Fail

To obtain a Class 1 pass a candidate must obtain 50% or more in every subject attempted.

6.2 The Class Lists

(a) Bar Examination results will be classified as follows:

Class 1, Class 11 division 1, Class 11 division 2,

Class 111

(b) In Class 1, Class 11 division 1, Class 11 division 2, names will be published in order of merit. In Class 111 names will be published alphabetically.

(c) Certificate of Honours and Prizes

(i) A student who is placed in Class 1 in the Final Examination shall be entitled to receive from Council a certificate of Honour.

(ii) A student who is placed in Class 1 and also scores highest in the whole of the Final Examination shall in addition receive from Council a prize.

PART VII

The Effect of Illness during the Final Examinations

Director's Recommendation to Council

If because of illness a student fails to sit for any section for which he has entered, or having sat fails to pass such section, the Director may if it is in his opinion appropriate to do so, recommend that Council may direct:

That the student be deemed to have passed such section;

That he/she be not required to satisfy the examiners again in any section in which he/she has already satisfied them

That a refund of fees be made to him/her of fees paid for that section, less a deductions for administrative expenses at such rate as the Director may think; or

That his/her appearance at the examination during which the illness occurred be totally disregarded, and shall not be conducted for the purposes of calculating the number of permitted attempts.

Application for the Return of Examination Fees or for Other Relief

Application for concessions based on the illness of a candidate shall be subject to the following:-

(a) The application should be made not later than THREE WEEKS after the end of Examination;

(b) A medical report or certificate explaining clearly the student's physical condition, signed by a recognized medical practitioner approved by Council, must be submitted in relation to any application under Regulation 8 (iii) for relief in respect of:

(i) Withdrawal after the closing date for entry.

(ii) Absence from the examination itself;

(iii) Illness affecting the examination.

Such certificate or report should normally be obtained, at the latest, within 7 days of the examination or paper concerned.

(c) the student should state clearly under which paragraph or paragraphs of the above rules governing the effect of illness he/she wishes his application to be considered;

(d) No application will be considered without an appropriate medical certificate or report. Students should note however, that the production of such a certificate does not mean that the student will get

automatic refund or relief. Council will consider the suitability or otherwise of each case on its own merit, on the recommendation of the Director. An important consideration in each case will be the student's performance in the course and in the examination;

(e) When a refund of fees is granted, it will normally be made subject to a 20% deduction for administration expenses.