14. 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 Commission;

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 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 Commission 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.

15. CANDIDATE'S CONDUCT IN THE EXAMINATION ROOM

Every candidate shall observe standard of a conducive examination environment including:

a) not using any mobile phone throughout the examination session;
b) submitting to the invigilator the answer booklet before leaving the examination room;
c) maintaining silence throughout the examination session;
d) not copying or allowing other candidates to copy the answers or any other behaviour that may encourage collusion or lead to cheating in the examination;
e) avoiding to bring in the examination room any prohibited material or devices;
f) leaving any unused answer booklet in the examination room; and
g) obeying and respecting the supervisor and invigilator.

16. PENALTY FOR IRREGULARITY

(1.) Any candidate who breaches the rules of conduct or fails to obey and respect the supervisor and invigilator commits an examination irregularity.

(2.) Any candidate who commits an examination irregularity may be liable to:

a) the results of the examination paper(s) in issue being cancelled;

b) being suspended from sitting any of the Commission's administered examinations for such period as the Commission shall deem appropriate;

c) the candidate's line manager being informed with a view to taking appropriate disciplinary action;

d) being arrested by a police officer where a criminal conduct is manifest; or

e) being banned from sitting any of the Commission's administered examinations.

(3.) Any person who is not registered to take a particular examination paper and with the intent to impersonate any candidate presents or attempts to present himself or herself as such candidate will be arrested by a police officer and be charged for criminal liability.

Date 3rd October, 2011

Rosemary A. Nyanjom, OGW

Vice Chairperson

Public Service Commission of Kenya.