



REPUBLIC OF KENYA
MINISTRY OF HEALTH



**KENYA MEDICAL LABORATORY TECHNICIANS AND TECHNOLOGISTS BOARD
MEDICAL LABORATORY SCIENCES PROFESSIONAL REGISTRATION EXAMINATION
IRREGULARITIES STANDARD OPERATING PROCEDURE (SOP)**

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


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|  | MEDICAL LABORATORY SCIENCES PROFESSIONAL REGISTRATION EXAMINATION IRREGULARITIES STANDARD OPERATING PROCEDURE (SOP) | | DOCUMENT CONTROL Serial: KMLTTB/MLS/EXAM.IRRE/SOP/01 Version 001 Date: 29 TH JUNE, 2026 |
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INTRODUCTION

The Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB) is a statutory body mandated to oversee the training, practice, business, and employment of medical laboratory technicians and technologists, as stipulated under Cap 253A of the Laws of Kenya. The Board also provides government advisories on related matters, including the validation of in vitro diagnostics through Legal Notice No. 113 of 2011.

Our Vision: “That the Health of every Kenyan will be fully protected through effective Regulation of the practice of laboratory medicine.”

Our Mission: “To exercise general control and supervision over training, business, employment and practice of Laboratory Medicine and advise the Government on all related matters.”

Our Core Values: Integrity; Selfless service; Innovation and open-mindedness; Sense of belonging; Pride in what we do.

DEFINITIONS

Act: Medical Laboratory Technicians and Technologists Act

KMLTTB Ad hoc Examination Irregularities Review Committee: The committee appointed by the board to administer examinations and determine examination irregularities.

Board: Board of Management established by section 3 of the Act

Candidate: A person registered to sit for the professional registration examination.

Examination Irregularity: Any act or omission that violates examination regulations or compromises the fairness, confidentiality, integrity, or security of the examination.

Invigilator: A designated person appointed to oversee/supervise candidates taking examinations ensuring that candidates do not engage in examination irregularities adhering to all examination rules.

Examination Center: 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: 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.



Minor Examination Irregularity: A minor examination irregularity is any breach of examination rules, procedures, or instructions that does not compromise the integrity, security, fairness, or validity of the examination, and where there is no evidence of an intention to gain an unfair advantage. Minor irregularities are generally administrative or procedural in nature and may be corrected during the examination with an appropriate warning or documentation.

Major Examination Irregularity: A major examination irregularity is any act or omission that compromises or has the potential to compromise the integrity, security, confidentiality, fairness, validity, or credibility of the examination, or provides or attempts to provide an unfair advantage to a candidate or another person. Major irregularities include deliberate misconduct, fraud, cheating, impersonation, or any breach of examination regulations that may invalidate examination results or warrant disciplinary action.

Registration Examination: 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).

Standard Operating Procedure for Medical Laboratory Sciences Registration Examination Irregularities: A formal document that establishes the standard procedures for preventing, detecting, reporting, investigating, adjudicating, documenting, and managing examination irregularities occurring before, during, or after Medical Laboratory Sciences Registration Examinations to safeguard the integrity, security, validity, fairness, and credibility of the registration examination process.

PURPOSE

The purpose of this Standard Operating Procedure (SOP) is to establish a fair, transparent, consistent, and legally defensible process for preventing, detecting, investigating, documenting, and determining examination irregularities during Medical Laboratory Sciences professional registration examinations.

Breaches during registration examinations, where minor examination irregularities shall attract warnings or paper cancellation, while major integrity violations justify disqualification, suspension from future sittings, or permanent exclusion from the registration examination. It also incorporates due process, ensuring candidates are given an opportunity to respond before sanctions are imposed.

This SOP is aligned with internationally accepted principles of examination governance, including ISO 21001, administrative due process, and the ethical expectations of professional health regulatory bodies.



It provides a clear chain of responsibility, protects the rights of candidates through notice and an opportunity to be heard, ensures secure evidence handling, and establishes transparent decision-making and appeals processes.

SCOPE

This SOP applies to:

1. All candidates sitting for Medical Laboratory Sciences registration examinations.
2. Chief invigilators.
3. Invigilators.
4. Examination supervisors.
5. KMLTTB Ad hoc Examination Irregularities Review Committee
6. Kenya Medical Laboratory Technicians and Technologists Board.
7. Any person involved in the administration of the examination.

RESPONSIBILITIES

1. Board

The Board shall:

- a) Approve examination regulations.
- b) Consider recommendations of the Ad hoc KMLTTB Examination Disciplinary Review Committee.
- c) Make final decisions on serious examination irregularities.
- d) Approve sanctions.

2. KMLTTB Ad hoc Examination Irregularities Review Committee.

The Ad hoc KMLTTB Examination Disciplinary Review Committee shall:

- a) Investigate reported examination irregularities.
- b) Review evidence.
- c) Hear candidates where necessary.
- d) Recommend appropriate sanctions.
- e) Maintain confidentiality.

3. Chief Invigilator

The Chief Invigilator shall:

- a) Ensure examination regulations are followed.
- b) Coordinate invigilators.
- c) Receive reports of examination irregularities.
- d) Preserve evidence.
- e) Submit reports to the KMLTTB Ad hoc Examination Irregularities Review Committee.

4. Other invigilators

Other invigilators shall:

- a) Monitor candidates continuously.



- b) Detect and report examination irregularities.
- c) Collect evidence.
- d) Prepare written incident reports.
- e) Maintain professionalism and impartiality.

5. Candidates

Candidates shall:

- a) Comply with all examination regulations.
- b) Cooperate with invigilators.
- c) Report any suspected examination malpractice.

PREVENTION OF EXAMINATION IRREGULARITIES

Before every examination:

- a) Candidates shall receive examination rules.
- b) Identity verification shall be conducted.
- c) Candidates shall surrender prohibited materials before entering the examination room.
- d) Examination rooms shall be inspected.
- e) Invigilators shall brief candidates on examination regulations.
- f) Seating arrangements shall minimize opportunities for cheating.

DETECTION OF EXAMINATION IRREGULARITIES

An irregularity may be detected through:

- a) Direct observation by an invigilator.
- b) Discovery of unauthorized materials.
- c) Reports from candidates.
- d) CCTV recordings (where available).
- e) Similarity analysis of examination scripts.
- f) Digital monitoring during online examinations.
- g) Post-examination investigations.



PROCEDURE FOR HANDLING SUSPECTED EXAMINATION IRREGULARITIES

Step 1: Detection

When an irregularity is suspected, the invigilator shall:

- a) Observe the incident carefully.
- b) Avoid disrupting other candidates unnecessarily.
- c) Confirm the suspected irregularity before intervention.

Step 2: Intervention

The invigilator shall:

- a) Approach the candidate calmly.
- b) Confiscate unauthorized materials where applicable.
- c) Record the exact time of the incident.
- d) Immediate removal of the candidate(s) from the examination room.

Step 3: Collection of evidence

The invigilator(s) shall collect and preserve:

- a) Unauthorized materials.
- b) Electronic devices.
- c) Examination scripts.
- d) Documented seating arrangement.
- e) Candidate identification details.
- f) Statements from witnesses.
- g) Photographs where appropriate.
- h) CCTV footage where available.

All evidence shall be labelled, signed, dated, and securely stored.

Step 4: Documentation

The invigilator(s) shall complete a KMLTTB Registration Examination Incident Report Form (KMLTTB/REG.EXAM/INCIDENCE/01) immediately after the examination and submit the evidence and reports to the Chief Invigilator.

The report shall include:

- a) Candidate's name.
- b) Candidate number.
- c) Examination centre.
- d) Examination paper.
- e) Date and time.
- f) Description of the incident.
- g) Evidence collected.
- h) Witnesses.
- i) Candidate's explanation.
- j) Invigilator's signature.



Step 5: Candidate statement

The candidate shall be given an opportunity to provide a written explanation before leaving the examination centre whenever practicable.

Refusal to provide a statement shall be recorded and shall not prevent further investigation.

Step 6: Submission of Report

The Chief Invigilator shall submit the following to the KMLTTB Ad hoc Examination Irregularities Committee within 6 Hours:

- a) Incident report.
- b) Candidate statement.
- c) Evidence.
- d) Invigilator statements.
- e) Examination script.
- f) Any other supporting documents.

INVESTIGATION BY THE KMLTTB AD HOC EXAMINATION IRREGULARITIES REVIEW COMMITTEE.

The KMLTTB Ad hoc Examination Irregularities Review Committee shall:

- a) Review all evidence.
- b) Verify facts.
- c) Consider witness statements.
- d) Interview the candidate where necessary.
- e) Determine the degree of examination irregularity that had occurred.

The Committee may request additional evidence before making a recommendation.

DECISION MAKING

The KMLTTB Ad hoc Examination irregularities Review Committee shall determine the degree of irregularity as either, minor or a major.

The Committee shall recommend appropriate sanctions based on:

- a) Nature of the offence.
- b) Evidence available.
- c) Previous misconduct.
- d) Effect on examination integrity.
- e) Intent of the candidate.

POSSIBLE SANCTIONS

Sanctions may include:

- a) Written warning.
- b) Cancellation of one examination paper.
- c) Cancellation of the entire examination.
- d) Nullification of examination results.



- e) Disqualification from the current examination.
- f) Suspension from future registration examinations.
- g) Permanent disqualification from registration examinations.
- h) Referral to law enforcement where criminal conduct is suspected.

NOTIFICATION OF DECISION

The Board shall communicate its decision to the candidate in writing.

The notification shall include:

- a) Findings.
- b) Reasons for the decision.
- c) Sanction imposed.
- d) Effective date.
- e) Right of appeal.

APPEALS

A candidate may appeal within 21 days of notification of the decision by the Board.

The appeal shall:

- a) Be submitted in writing.
- b) State the grounds for appeal.
- c) Include supporting evidence where applicable.

The Board shall review the appeal independently. The decision on appeal shall be final.

CONFIDENTIALITY

All reports, evidence, investigations, deliberations, and decisions relating to examination irregularities shall be treated as confidential and accessed only by authorized persons.

RECORD KEEPING

The Board shall maintain secure records of:

- a) Incident reports.
- b) Evidence.
- c) Investigation reports.
- d) Committee decisions.
- e) Appeals.
- f) Final determinations.

Records shall be retained in accordance with KMLTTB records management policy and applicable laws.



REVIEW OF THE SOP

This SOP shall be reviewed periodically or whenever changes occur in examination regulations, legislation, technology, or professional standards.

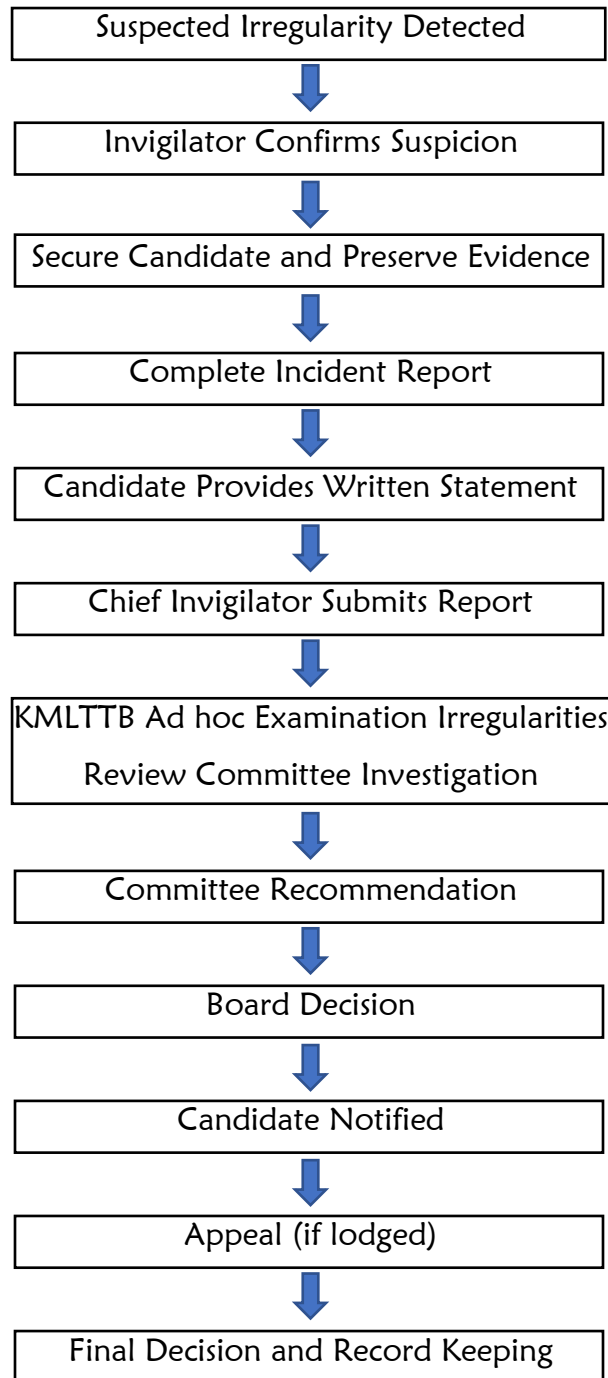
Appendix A: KMLTTB Registration Examination Incident Report Form - (KMLTTB/REG.EXAM/INCIDENCE/01).

The report should capture:

1. Candidate name
2. Candidate number
3. Examination centre
4. Examination paper
5. Date and time
6. Description of incident
7. Type of irregularity
8. Evidence collected
9. Witnesses
10. Candidate's statement
11. Invigilator's statement
12. Chief Invigilator's recommendation
13. KMLTTB Ad hoc Examination Irregularities Review Committee Decision
14. Final Board decision.



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EXAMINATION IRREGULARITIES AND CONSEQUENCES

Any candidate found guilty of an examination irregularity shall be subject to disciplinary action by the KMLTTB Ad hoc Examination Irregularities Review Committee and the Board. The penalties below are indicative and shall be applied individually or in combination depending on the nature, degree/gravity, and frequency of the offence.

The sanctions reflect the seriousness of professional registration, protect the integrity of the profession, and be proportionate to the offence

| Examination Irregularity | Consequences |
|---|---|
| 1. Possession of unauthorized materials or electronic devices | Immediate confiscation of the unauthorized material; cancellation of the affected examination paper; removal from the examination room; recording of the incident; possible disqualification from the entire examination and suspension from sitting future registration examinations for a period determined by the Board. |
| 2. Copying from another candidate or unauthorized reference to examination materials | Immediate termination of the examination; cancellation of the affected paper or the entire examination; disqualification from the current examination sitting; referral to the KMLTTB Ad hoc Examination Irregularities Review Committee for disciplinary action. |
| 3. Giving or receiving unauthorized assistance (collusion) | Cancellation of the examination results of all candidates involved; disqualification from the current examination; possible suspension from future registration examinations for a specified period. |
| 4. Use of concealed notes or other unauthorized sources | Confiscation of the material; cancellation of the examination paper; disqualification from the examination; possible suspension from subsequent examination sittings. |
| 5. Destruction, concealment, or tampering with evidence | Cancellation of the entire examination; referral for disciplinary proceedings; possible prohibition from sitting future registration examinations for a period determined by the Board. |



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| 6. Unauthorized removal or failure to submit examination materials | Cancellation of the examination paper or entire examination; investigation by the KMLTTB Ad hoc Examination Irregularities Review Committee; possible disqualification from future examinations and recovery of examination materials where applicable. |
| 7. Writing unauthorized notes on examination question papers | Cancellation of the affected examination paper where the writing constitutes an unfair advantage or breach of regulations; disciplinary warning or additional sanctions depending on the circumstances. |
| 8. Reading the question paper before the official start or continuing to write after time has been called | Confiscation of the examination script; cancellation of the paper where an unfair advantage has been obtained; disciplinary warning for minor offences or disqualification for repeated or deliberate misconduct. |
| 9. Failure to comply with examination instructions or seating arrangements | Formal warning; removal from the examination room if non-compliance persists; cancellation of the examination where the conduct compromises examination integrity. |
| 10. Permitting another candidate to copy one's work | Cancellation of the examination results of both candidates involved; disqualification from the current examination; possible suspension from future registration examinations. |
| 11. Plagiarism or presenting another person's work as one's own | Cancellation of the examination or assessment; disqualification from the current examination; referral for professional disciplinary action where appropriate. |
| 12. Impersonation or allowing another person to sit the examination | Immediate removal from the examination; cancellation of all examination results; disqualification from the registration examination; referral to law enforcement where applicable; prohibition from |



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| | future registration examinations for a period determined by the Board or permanent disqualification in serious cases. |
| 13. Threatening, assaulting, obstructing invigilators, examination officials, or candidates | Immediate removal from the examination venue; cancellation of the examination; referral to the KMLTTB Ad hoc Examination Irregularities Review Committee and law enforcement where applicable; suspension or permanent disqualification from future registration examinations. |
| 14. Leaving the examination room without permission | Investigation of the circumstances; cancellation of the examination paper where examination security has been compromised; disciplinary warning or disqualification depending on the severity of the breach. |
| 15. Any other breach of examination regulations | Appropriate disciplinary action as determined by the Examination Committee or Council, including warning, cancellation of examination results, suspension from future examinations, or permanent disqualification, depending on the nature and seriousness of the offence. |



GENERAL PROVISIONS

1. A candidate alleged to have committed an examination irregularity shall be informed of the allegation and given an opportunity to respond before a final decision is made.
2. The KMLTTB Ad hoc Examination Irregularities Review Committee shall investigate all reported cases and make recommendations to the Board.
3. Decisions of the Board regarding examination irregularities shall be communicated in writing to the affected candidate.
4. Any candidate whose examination results are cancelled shall not be entitled to registration based on that examination sitting.
5. The Board reserves the right to suspend or permanently bar a candidate from future professional registration examinations where the offence is considered serious, repeated, fraudulent, or incompatible with the ethical standards expected of a Medical Laboratory professional.
6. Criminal acts, including impersonation, forgery, theft, assault, or examination paper leakage, may be referred to the relevant law enforcement agencies for investigation and prosecution in accordance with applicable Kenyan laws.

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

