



KENYA SCHOOL OF LAW
INTERNAL MEMO

From: Director/CEO

To: All PTP Students

Ref: KSL/PTP/GEN/1B Vol. 2 (89)

Date: 10th June, 2025

GUIDELINES FOR CONTINUOUS ASSESSMENT TESTS (CATs)

This is to inform you that there shall be a minimum of two CATs per course offered during the term in line with the Approved PTP Curriculum. The total marks for the 2 CATs shall be 30 Marks. The CATs will be administered by course lecturers between week 5 and week 8 of the term. The exact dates for the CATs will be communicated by course lecturers. The CATs for the physical day classes shall include at least one sit-in CAT and for online classes, CATs will be mounted via Google Classroom Platform. Only those students who have paid 75% of the fees will be eligible to sit for the CATs.

Any student who fails to attend a scheduled CAT will be required to submit a formal written request to the Coordinator, PTP, explaining their absence from the CAT. Please note the following important instructions:

1. The letter of request must clearly state the reason for missing the CAT.
2. The request must be supported by documentation (e.g., medical certificate, official letter) which must be attached, where applicable.
3. The letter must be submitted within **seven (7) working days** after the missed CAT.
4. Any student who fails to submit a justification letter will **not** be considered for a make-up CAT under any circumstances.

Students are advised to adhere strictly to these guidelines to avoid missing the critical components of their course assessment.

For further clarification, you may contact the Office of the Coordinator, PTP or via email ptpdiploma@ksl.ac.ke



Dr. Henry K. Mutai

DIRECTOR/ CHIEF EXECUTIVE OFFICER

Copy to: i) Coordinator, PTP

ii) Senior Officer, Academic Services

ii) All PTP Lecturers