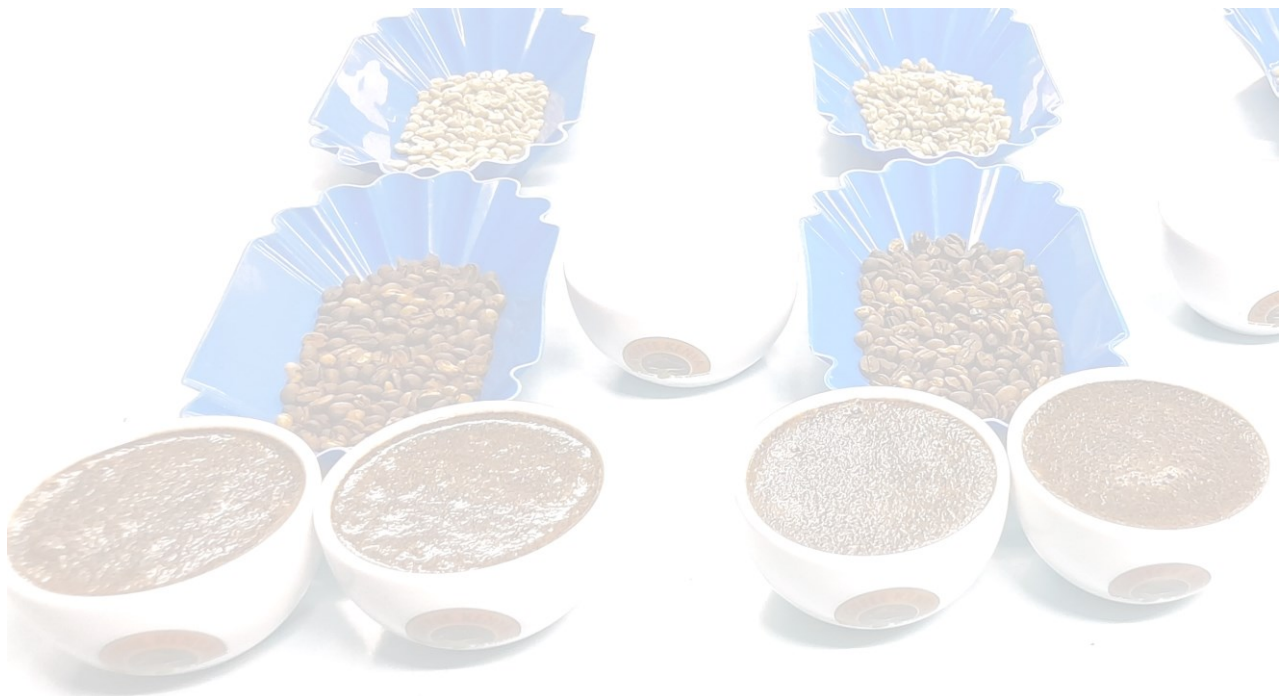




COFFEE DIRECTORATE

COFFEE EXAMINATIONS MANUAL





FOREWARD

Coffee Directorate is one of the Directorates under Agriculture and Food Authority (AFA) whose mandate is to develop, promote and regulate the Coffee sub-sector. One of the core functions of the Directorate is to ensure coffee quality and standards are maintained across the value chain. To achieve this mandate, the Directorate conducts annual Coffee Examinations to certify Coffee Liquorers and Coffee Laboratory Technicians.

Coffee liquoring was first introduced on 1st July, 1936 at the Coffee Board of Kenya by Claude Reynolds Devonshire who was in charge of the Liquoring Department.

The objectives were:

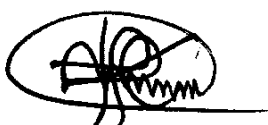
- (i) to ensure that only the best coffees were served locally;
- (ii) to prevent export of unsuitable coffee;
- (iii) reports for research on vital factors/issues affecting quality; and
- (iv) to offer advisory services to planters.

The coffee liquoring process uses terms to describe the different coffee quality attributes which determines the overall class of the coffee. There is a growing demand for quality coffees in the international coffee trade. The mainstream coffee markets which account for 95% of the coffee trade are becoming increasingly sensitive to both quantity and quality of supplies.

The Coffee Industry therefore, needs trained Liquorers and Laboratory Technicians to assess quality at all levels. It is expected that the Coffee Liquorers and Laboratory Technicians who will be certified in the examinations programme will play a key role in the sustainable growth of the Coffee Industry in Kenya and beyond, and realization of better returns to all players in the Coffee Value Chain.

I have the pleasure to share this manual for use by the Industry Stakeholders and the general public.

In this respect, it's my humble submission and belief that every player along the Coffee Value Chain will find this manual valuable for the Coffee Industry in Kenya.



ENG. ENOSH AKUMA
DIRECTOR
AFA – COFFEE DIRECTORATE

ACKNOWLEDGMENT

First of all, we acknowledge “The Almighty God”, the supreme authority of the universe.

We also acknowledge the support received from the Ministry of Agriculture, Livestock Fisheries and Co-operatives and the AFA - Coffee Directorate for facilitating the development of this manual.

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No doubt better output of any activity from any particular job depends on the assistance and co-operation of colleagues.

Finally, we thank the Coffee Directorate team namely: Dr. Benson Apuoyo, Mr. David Kandagor, Mr. Bernard Gichovi, Mr. Erick Onyuka, Ms. Esther Kimani and Ms. Ann Buyela.

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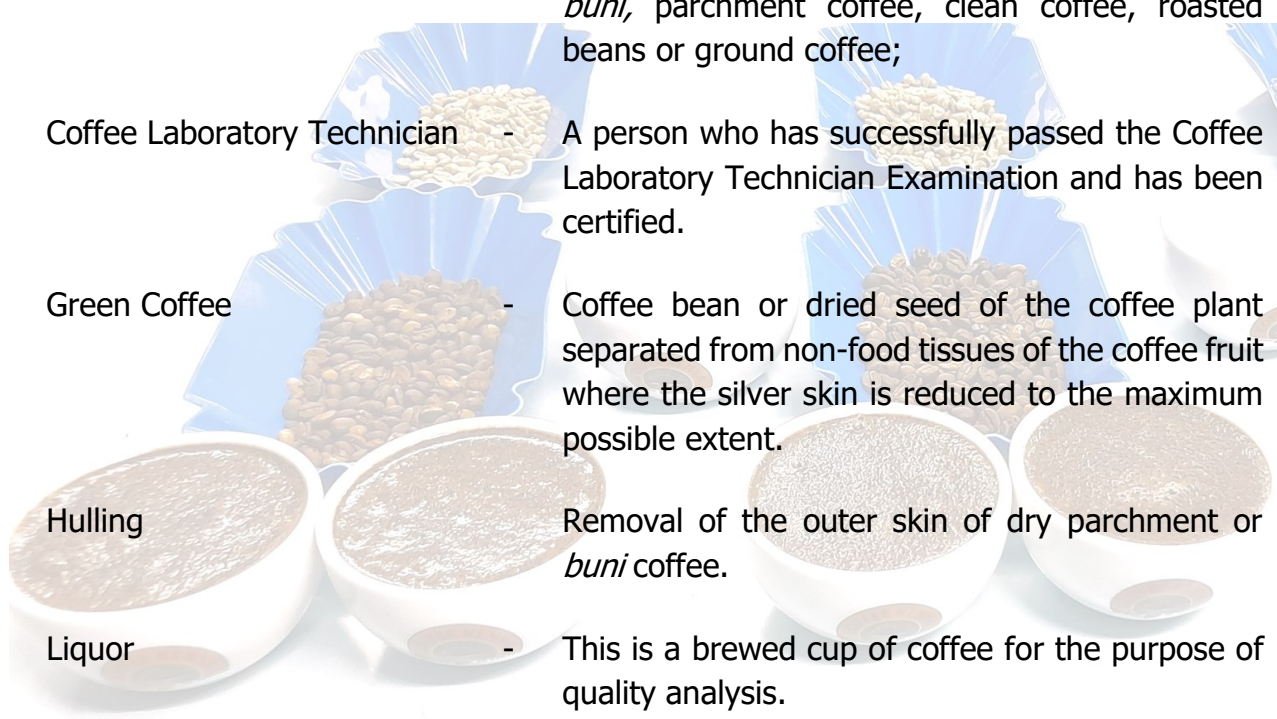
ABBREVIATIONS & ACRONYMS



AFA	-	Agriculture and Food Authority
CCMAA	-	Commercial Coffee Millers and Marketing Agents Association
CMB	-	Coffee Marketing Board
CRI	-	Coffee Research Institute
CRF	-	Coffee Research Foundation
DeKUT	-	Dedan Kimathi University of Technology
Ha	-	Hectares
HE	-	Hulled Ears
JKUAT	-	Jomo Kenyatta University of Agriculture and Technology
KALRO	-	Kenya Agricultural Livestock Research Organization
KCTA	-	Kenya Coffee Traders Association
KCPTA	-	Kenya Coffee Producers and Traders Association
MCTA	-	Mild Coffee Traders Association
MH	-	Mbuni Heavy
ML	-	Mbuni Light
MT	-	Metric Tonnes
MoU	-	Memorandum of Understanding
NCE	-	Nairobi Coffee Exchange
SB	-	Sorted Beans
UG	-	Ungraded

DEFINITIONS

For the purposes of this manual, the terms are defined as follows:



Auction	- The system under which clean coffee is offered for sale at a coffee exchange;
Coffee	- The plant botanically known as <i>coffea</i> species (L.) and includes the fruit, whether on the plant or detached there from, the seed in form of either <i>buni</i> , parchment coffee, clean coffee, roasted beans or ground coffee;
Coffee Laboratory Technician	- A person who has successfully passed the Coffee Laboratory Technician Examination and has been certified.
Green Coffee	- Coffee bean or dried seed of the coffee plant separated from non-food tissues of the coffee fruit where the silver skin is reduced to the maximum possible extent.
Hulling	Removal of the outer skin of dry parchment or <i>buni</i> coffee.
Liquor	- This is a brewed cup of coffee for the purpose of quality analysis.
Liquoring	- Analysis of clean coffee to determine the attributes and quality of coffee for purposes of trade.
Milling	- Mechanical hulling or de-husking of parchment or <i>buni</i> coffee and includes the polishing and grading of the clean coffee.
Outturn Number	- An identifying number issued by a miller in respect of coffee delivered to a mill for purposes of traceability

CHAPTER 1

1.0 INTRODUCTION

1.1 Background Information

Coffee farming in Kenya is regarded as a redeemable key export earner, being the fifth foreign exchange earner after tea, Diaspora remittances from Kenyans, tourism and horticulture (KNBS 2014). The sector is composed of two (2) categories of growers: the plantation sub-sector, with 2 ha and above in area planted with coffee and the co-operative sub-sector, comprising farms with coffee trees below 2 ha, who congregate to pool their produce and process together at common processing facility (factory). The latter group is constituted as co-operative societies with one or more primary factories to process cherry (CBK Annual report, 2020). The largescale growers constitute the plantations.

The coffee subsector in Kenya has been one of the major contributors to the growth of the agriculture sector in terms of foreign exchange earnings, family incomes, employment creation and food security. The subsector at its peak was estimated to generate 30% of employment opportunities in the agriculture sector. For many years, coffee was one of three main foreign exchange earners and it's currently ranked fifth.

The land under coffee cultivation in Kenya in 1963 was approximately 45,000 hectares (Ha) with a production of 43,778 Metric Tonnes (MT) of clean coffee equivalent to 0.97 tonnes per Ha. The area under coffee cultivation increased to 170,000 Ha by 1990 before declining to 109,000 in 2010. Due to government intervention, the area has since increased to about 119,627 Ha in 2020 with a total production of 36,873,375 MT. This is equivalent to 0.38 tonnes per Ha or 2 kg/tree against a potential of over 30 kg/tree under an optimal management. The families involved in coffee production have also increased from 11,000 in 1963 to an estimated 800,000 families in 2019/20. (Coffee Directorate Annual report, 2020)

The Kenyan Government has always taken cognizance of the strategic role the coffee industry plays towards poverty alleviation, economic empowerment and foreign exchange earnings, food security and job creation, among others.

Currently, coffee in Kenya is grown in 33 counties spread in Western, Nyanza, Rift Valley Central, Eastern and Coast regions. The types of coffee grown in Kenya are Arabica and Robusta of which 99% is Arabica.

The main Arabica varieties grown are SL28, SL34, K7, Ruiru 11, Batian and Blue Mountain. The country also grows limited Robusta coffee in Busia, Siaya and Bungoma counties. Kenya coffee is produced under two farming systems namely; the small holder numbering around 800,000 and large, medium and small estates with 3,000 growers. Due to its meticulous production, processing and handling systems developed and maintained over the years, Kenyan coffee is worldly renowned for its quality.

1.2 Quality of Coffee

The quality of coffee is influenced by the coffee husbandry practices processing at the wet mill, storage and handling. The uniqueness of the Kenyan coffee is attributed to the volcanic soils ideal climatic conditions, use of certified varieties and good farming practices.

The clean coffee is segregated into seven standard grades classified on the basis of raw, roast and liquor attributes. 30% of Kenya coffee is specialty coffee with the rest falling into the commercial and low quality niches. This unfavorable performance is attributed to the low adoption of good farming practices, the poor processing facilities, particularly in cooperative societies.

There is therefore need to introduce a system of grading before pulping is done so that each farmer is paid according to the grade he or she delivers.

Coffee quality is assessed through cupping at the coffee mills, coffee traders and Agriculture and Food Authority cupping centers. It is important to assess coffee quality before coffee is milled and marketed. It is observed that the cupping centers are few and far in the cooperatives. There is need to have a policy to guide on coffee quality assessment in order to promote transparency.

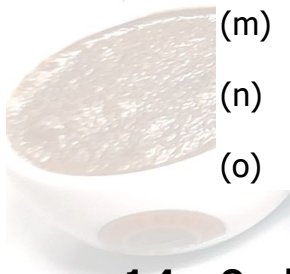
1.3 Mandate of the Coffee Directorate

To develop, regulate and promote the coffee industry for economic growth and transformation

Core Functions

- (a) Maintain a register of all coffee value chain players
- (b) Conduct inspections and surveillances to ensure compliance with the regulatory framework, industry coffee standards and the Industry Code of Practice;

- (c) Carry out capacity needs assessment and building of County governments to enhance their technical capabilities on matters pertaining to crop husbandry, agro-processing and marketing industry on compliance with coffee standards and any emerging technologies.
- (d) Arbitration of disputes within the Coffee industry.
- (e) Licensing of coffee buyers, coffee agents, cuppers and warehousemen.
- (f) Identify and advise on market opportunities and trends.
- (g) Conduct Local and International coffee promotion.
- (h) Undertake regular market research including gathering and disseminating market intelligence reports.
- (i) Enhance visibility of Kenya products through branding.
- (j) Liaising between coffee farmers and Research Extension Services and disseminating institution for easy adoption.
- (k) Collect, collate, store and disseminate data.
- (l) Promote coffee grower excellence recognition.
- (m) Conduct Coffee Cupping & laboratory Technician Examinations.
- (n) Carrying out Coffee Barista Competition.
- (o) Monitoring and evaluation of the coffee directorate activities.



1.4 Quality Control of Kenya Coffee

Coffee liquoring was first introduced on 1st July, 1936 at the Coffee Board of Kenya by Claude Reynolds Devonshire who was in charge of the Liquoring Department. The objectives were: to ensure that only the best coffees were served locally; to prevent export of unsuitable coffee; reports for research on vital factors/issues affecting quality and to offer advisory services to planters. The coffee liquoring process uses terms to describe the different coffee quality attributes which determines the overall class of the coffee.

Quality control of Kenya coffee begins at the farm level during the harvesting of uniformly ripe cherry which is further sorted and processed the same day.

In primary wet processing various parchment grades are obtained namely: P1, P2, P3 and PL based on their density while sorted cherries are dried as Mbuni.

During dry milling, coffee beans are mechanically separated into various grades depending on the size, shape and density into E, AA, AB, PB, C, TT, T while the dry processed cherry is graded into Mbuni Heavy (MH) and Mbuni Light (ML).

Other miscellaneous grades include UGs, SB and HE. These grades are then classified based on a numerical reference system on a scale of 1 – 10 through quality analysis of the raw, roast and liquor whereby, 1 is the finest and 10 is the least favoured.

There is a growing demand for quality coffees in the international coffee trade. The mainstream coffee markets which account for 95% of the coffee trade are becoming increasingly sensitive to both quantity and quality of supplies. The coffee industry therefore, needs trained liquorers and laboratory technicians to assess quality at all levels. It is expected that the coffee liquorers and laboratory technicians who will be certified the examinations programme will play a key role in the sustainable growth of the coffee industry in Kenya and beyond, and realization of better returns to all players in the coffee value chain.

In the past, The Coffee Board of Kenya in collaboration with the Mild Coffee Traders Association administered Coffee Experts (liquorers) examinations which were reputable and respected worldwide. Following the liberalization of the Coffee Industry, there was an immense growth of value chain players creating need for more certified coffee liquorers. In 2007, the Stakeholders came together and formed a committee comprising of representatives from CBK, CRF, KCTA, KCPTA (NCE) and JKUAT to develop a training programme for the Industry.

The Committee signed an MoU with the Dedan Kimathi University to offer academic courses in coffee while the Industry offers internship opportunities to the students.


In 2009, the committee formed an independent panel of examiners drawn from the CBK, CRF, KCTA, Coffee Exporters, Millers and Marketing Agents to administer professional examinations. The panel has since developed two examinations for the local coffee industry namely Coffee Liquoring and Technician Exams. Further, the panel has developed guidelines for conducting these exams jointly with Coffee Industry Stakeholders.

These examinations address the needs of the coffee industry at national, regional and international levels, and covers all the practices along the value chain. It is expected that the coffee experts' who will graduate from the programmes will play a key role in the sustainable growth of the coffee industry in Kenya and beyond, and realization of better returns to all players in the coffee value chain.

1.5 Objective

The objective of the examinations is to test the competence and certify coffee liquorers and laboratory technicians working in the Coffee Industry.

1.6 Justification for Administering the Examinations

- 
- (i) To ensure the coffee industry has competent personnel in coffee quality analysis;
 - (ii) To increase customer confidence on the quality of coffee being offered for sale;
 - (iii) To facilitate compliance with the regulatory requirement for licensing of coffee dealers;
 - (iv) To ensure the industry meets ever changing consumer demand and quality preferences.

1.7 Administering of the Examinations

These examinations shall be administered by the Coffee Directorate in collaboration with other Coffee Industry Stakeholders through the Examination Panel.

1.8 Examination Panel

Coffee Examination Panel is an independent committee of coffee experts nominated by the coffee industry stakeholders and approved by Coffee Directorate to administer the coffee examinations.

1.8.1 Composition of the Coffee Examinations Panel

The coffee examination panel shall comprise of 7 or 9 members drawn from:

- (i) AFA – Coffee Directorate - **2**
- (ii) KARLO – Coffee Research Institute - **1**

- (iii) Higher Institution of Learning with relevant coffee expertise (Dedan Kimathi University of Technology (DeKUT) - **1**
- (iv) Commercial Coffee Millers and Marketing Agents Association (CCMMAA) - **2**
- (v) Kenya Coffee Traders Association (KCTA)/Exporters - **3**

1.8.2 Qualification of a Panelist

(a) Academic Qualification

A coffee examination panel member shall be a holder of Bachelor's Degree in Food Science and Technology, Agriculture or any other relevant degree from a recognized University, with at least 2 years' experience in the Coffee Industry.

OR

(b) Professional Qualification

A coffee examination panel member shall be a certified coffee liquorer or laboratory technician with at least 5 years' experience in the coffee industry.

1.8.3 Terms of Reference

- (i) To issue notice for the examination;
- (ii) To select the right candidates as per the manual;
- (iii) To set the examinations as per the manual;
- (iv) To administer the examinations;
- (v) To mark the examinations;
- (vi) To compile the results of the examinations;
- (vii) To present the results to the Head of the Coffee Directorate;
- (viii) Review the examinations manual as need arises.

1.8.4 Induction of Panelists

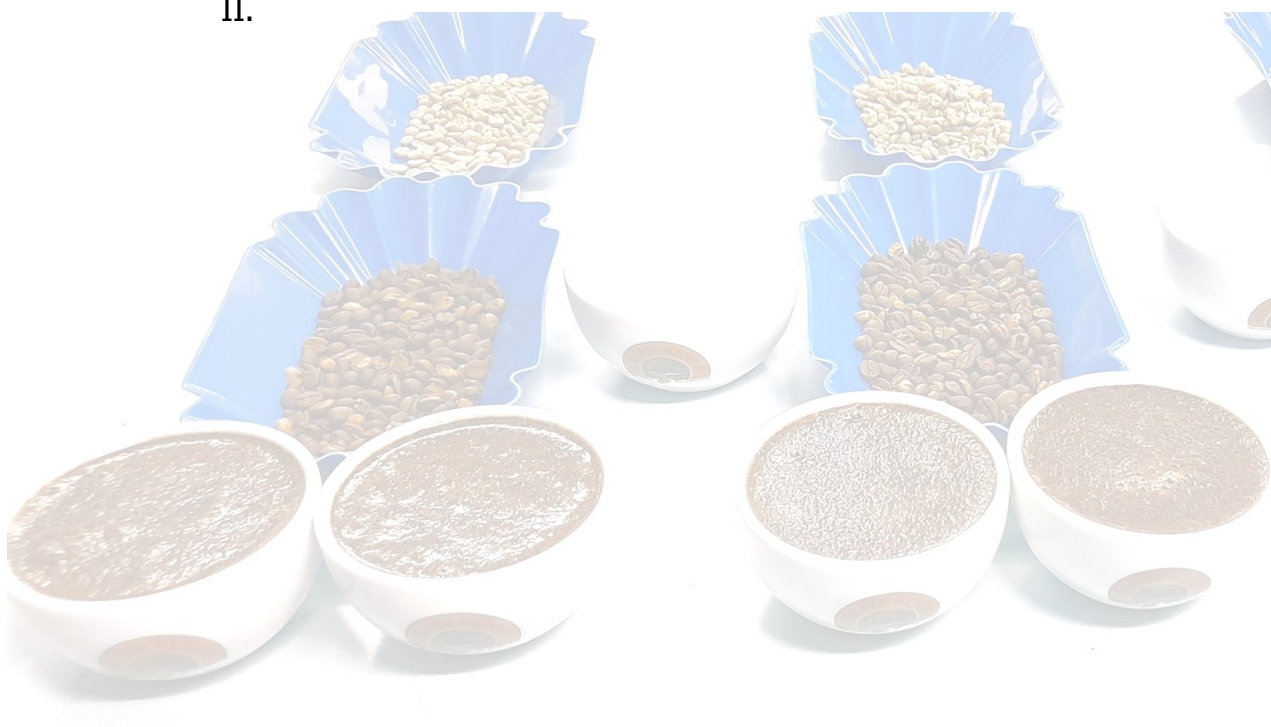
The Coffee Directorate shall convene the first induction meeting for the panelists. After induction the panel members shall elect the Chair and Vice Chair. Coffee Directorate shall be the Secretariat of the panel.

1.8.5 Tenure of the Coffee Examinations Panel

The coffee examination panel tenure shall be **four (4) years**.

1.8.6 Code of Conduct for Panelist

A panelist **MUST** adhere to the code of conduct as stipulated in Annex II.



CHAPTER 2

2.0 THE COFFEE EXAMINATIONS

This manual covers the following Coffee examinations:

2.1 Coffee Laboratory Technicians Examination

The objective of the examination is to test the competence and certify laboratory technicians working in the Coffee Industry. This professional examination will be administered in 2 days and the graduates will be awarded the Coffee Laboratory Technician Certificate by the Coffee Directorate.

2.2 Coffee Liquorers Examination

The objective of the examination is to test the competence and certify coffee liquorers working in the Coffee Industry. This professional examination will be administered in 2 days and the graduates will be awarded the Coffee Liquorer Certificate by the Coffee Directorate.

2.3 Examination Calendar/Period

The Coffee Laboratory Technician examination and the Coffee Liquorers examination shall be administered every two years, subject to Industry needs.

2.4 Applicant Requirements

The requirements for the Coffee Laboratory Technician and the Coffee Expert examinations shall be as follows:

2.5 Coffee Laboratory Technician examination

- (i) A holder of Kenya Certificate of Secondary Education with a mean grade of at least) D+ or Equivalent;
- (ii) A Certificate in Coffee Technology from a recognized institution or at least two (2) years' work experience in the Coffee Industry.

2.6 Coffee Liquorer Examination

- (i) A holder of Kenya Certificate of Secondary Education with a mean grade of at least C- (minus) or Equivalent;
- (ii) A Diploma in Coffee Technology from a recognized institution or three (3) years' work experience in the Coffee Industry.

2.7 The Coffee Examinations Scope

The coffee examinations will cover the following:

- (i) Coffee Laboratory Technician Examination;
- (ii) Coffee Liquorer Examination.



CHAPTER 3

3.0 COFFEE LABORATORY TECHNICIAN EXAMINATION

The Coffee laboratory technician examination shall comprise of 5 papers which tests a candidate's knowledge and expertise on the operations of a coffee laboratory and basic knowledge of the value chain as follows:

3.1 Paper 1: Identification of Green Coffee Grades, Defects & Roast Profiles – 1 hour

(a) Objective

The objective of this paper is to test the candidate's ability to:

- (i) Identify and describe various green coffee grades;
- (ii) Identify and describe various green coffee defects;
- (iii) Identify and describe various coffee roast profiles.

(b) Testing Method

- (i) Five (5) samples of different green coffee grades (50g each) shall be presented to the candidate for identification and description;
- (ii) One (1) green coffee sample (100g) containing various defects shall be presented to the candidate for identification, causes and control measures of at least 5 defects;
- (iii) Four (4) samples of roast coffee profiles (50g) shall be presented to the candidate for identification and description.

(c) Assessment of the Examination:

3 questions each 20 marks, totaling **60 marks**.

3.2 Paper 2: Sample Roasting – 30 minutes

(a) Objective

The objective of the sample roasting examination is to test the candidate's ability on roasting techniques.

(b) Testing Method

Two (2) green coffee samples shall be presented to the candidates to roast to a specified roast level.

(c) Assessment of the Examination:

- Operating equipment- 25 marks
- Sample labeling - 10 marks
- Weighing - 10 marks
- Roasting the coffee - 45 marks
- Cooling the coffee - 10 marks

Totaling **100 marks**

3.3 Paper 3: Triangulation – 30 minutes

(a) Objective

The objective of the triangulation paper is to test the candidate's ability to identify basic tastes at different intensities i.e., sweet, sour, salt and bitter.

(b) Testing Method

A set of four (4) samples of 3 different solutions are presented. In each set there will be 3 solutions of which 2 are identical and the candidate will be expected to taste and knock the odd one out.

(c) Assessment of the Examination:

4 sets of samples each 10 marks, totaling **40 marks**

3.4 Paper 4: Green Pairing – 20 minutes

(a) Objective

The objective of the green pairing paper is to test the candidate's ability to identify differences and/or similarities between green coffee samples with a key focus on the bean formation, size, colour and defects present.

(b) Testing Method

A set of ten (10) samples of green coffee, each weighing 25 gms are presented for the candidate to match into 5 pairs of identical characteristics.

(c) Assessment of the Examination:

5 pairs of green samples each 10 marks, totaling **50 marks**

3.5 Paper 5: General Paper – 2½ hours

(a) Objective

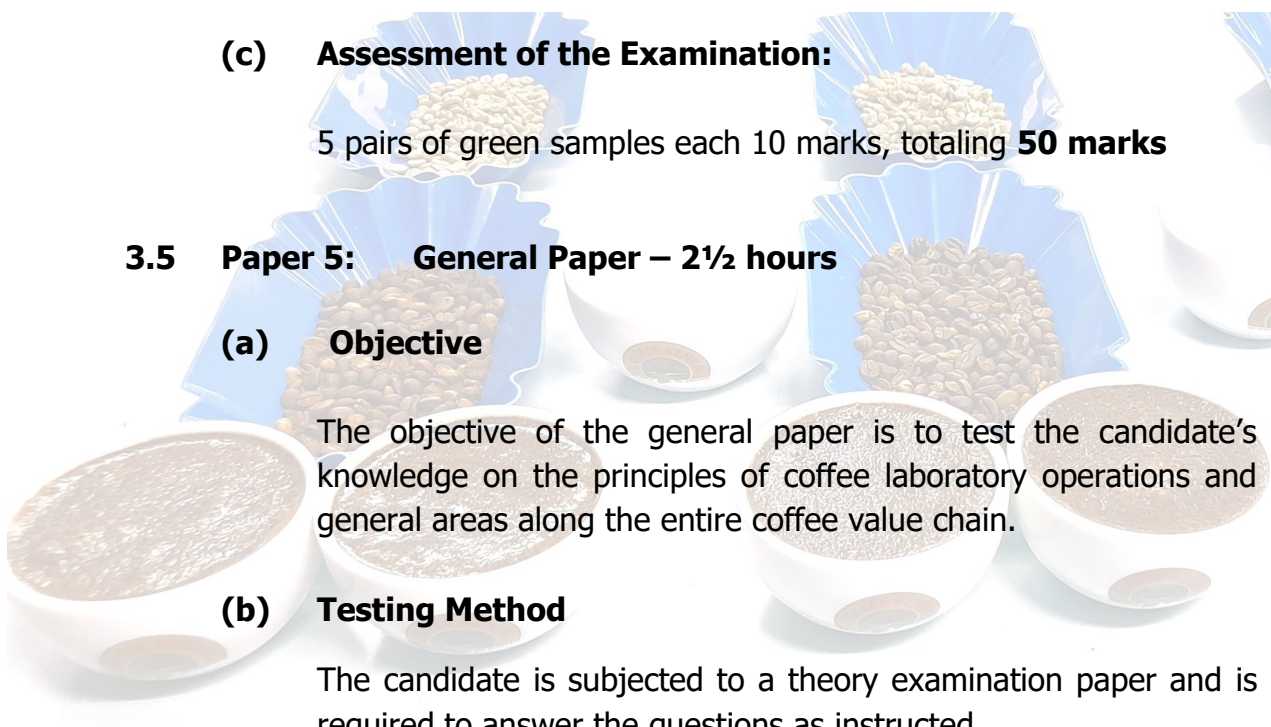
The objective of the general paper is to test the candidate's knowledge on the principles of coffee laboratory operations and general areas along the entire coffee value chain.

(b) Testing Method

The candidate is subjected to a theory examination paper and is required to answer the questions as instructed.

(c) Assessment of the Examination:

Section A - 60 marks, section B - 40 marks totaling **100 marks**



CHAPTER 4

4.0 COFFEE LIQUORER EXAMINATION

The coffee liquorer examination shall comprise of 5 papers which tests a candidate's knowledge and expertise across the entire coffee value chain as follows:

4.1 Paper 1: Cup Pairing - 1 hour

(a) Objective

The objective of the cup pairing paper is to test the candidate's ability to identify and distinguish flavour attributes and/or profiles of different coffee liquors.

(b) Testing Method

Ten (10) samples of roasted and ground coffee are presented to the candidate who shall prepare the liquor using 11grams of roasted/ground coffee per 200 milliliters of hot water ($93^{\circ} \pm 1^{\circ} \text{C}$), evaluate the liquors and match the cups into 5 pairs of identical characteristics.

(c) Assessment of the Examination:

5 pairs of coffee liquor each 20 marks, totaling **100 marks**

4.2 Paper 2: Green Pairing – 30 minutes

(a) Objective

The objective of the green pairing paper is to test the candidate's ability to identify differences and/or similarities between green coffee samples with a key focus on the bean formation, size, colour and defects present.

(b) Testing Method

A set of ten (10) samples of green coffee, each weighing 25 grams are presented for the candidate to match into 5 pairs of identical characteristics.

(c) Assessment of the Examination:

5 pairs of green samples each 10 marks, totaling **50 marks**

4.3 Paper 3: Triangulation– 30 minutes

(a) Objective

The objective of the triangulation paper is to test the candidate's ability to identify basic tastes at different intensities i.e., sweet, sour, salt and bitter.

(b) Testing Method

A set of four (4) samples of 3 different solutions are presented. In each set there are 3 solutions of which 2 are identical and the candidate is expected to taste and knock the odd one out.

(c) Assessment of the Examination:

4 sets of samples each 10 marks, totaling **40 marks**

4.4 Paper 4: Coffee Classification – 1½ hours

(a) Objective

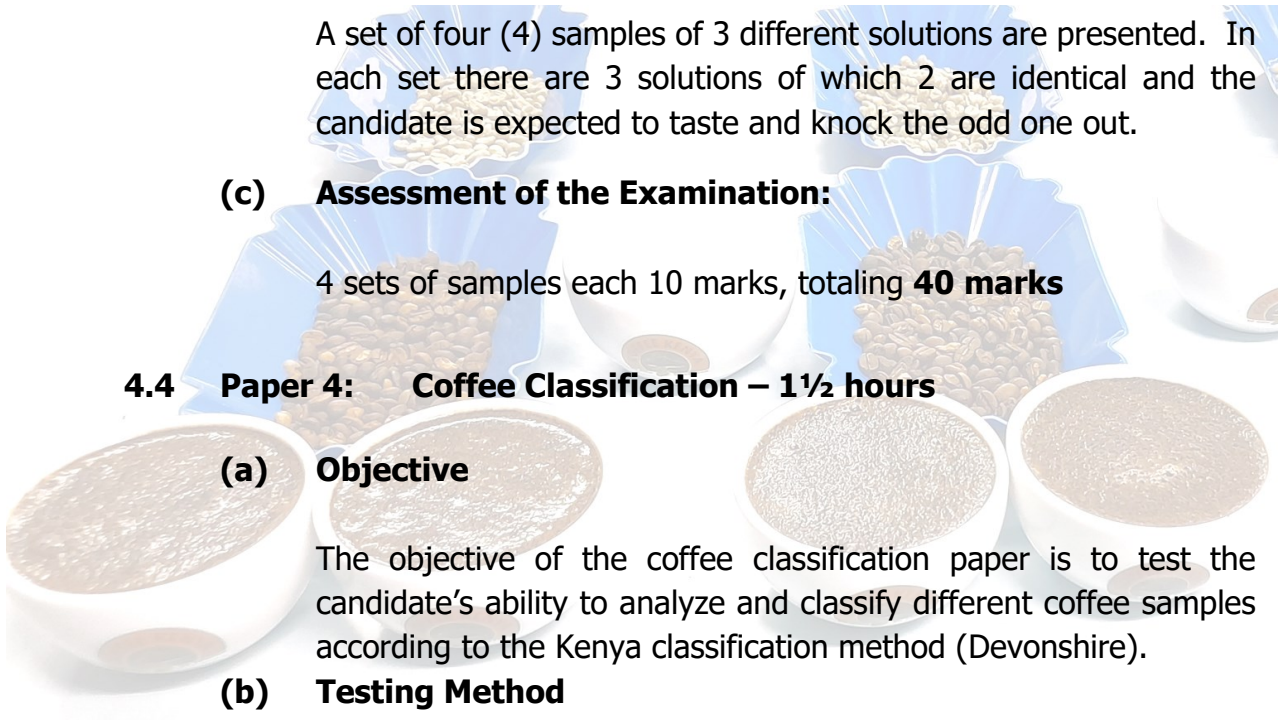
The objective of the coffee classification paper is to test the candidate's ability to analyze and classify different coffee samples according to the Kenya classification method (Devonshire).

(b) Testing Method

A set of five (5) different green coffee samples with corresponding roasted beans and ground coffee are presented to the candidate. The candidate is expected to analyze the green beans, roasted beans, prepare liquor and classify the coffee.

(c) Assessment of the Examination:

5 samples each 12 marks, totaling **60 marks**



4.5 Paper 5: General Paper –2½ hours

(a) Objective

The objective of the general paper is to test the candidate's knowledge and understanding of thematic areas along the entire coffee value chain.

(b) Testing Method

The candidate is subjected to a theory examination paper and is required to answer the questions as instructed.

(c) Assessment of the Examination:

Section A - 60 marks, section B - 40 marks totaling **100 marks**

5.0 SUPERVISION AND INVIGILATION OF THE EXAMINATION

The examinations are administered in line with the coffee examination manual. The panel is responsible for the supervision and invigilation of the examinations.

6.0 MARKING AND COMPILING RESULTS

- (i) The panel marks the examinations as per the coffee examination manual;
- (ii) The total marks for each examination is **350**;
- (iii) A candidate **must** attain the pass mark of **70%** to be awarded the respective qualification;
- (iv) The panel compiles the results and present the same to the Head of the Coffee Directorate.

7.0 COMMUNICATION OF RESULTS

- (i) Examination results shall be communicated to the candidates by the Head of the Coffee Directorate;
- (ii) The Coffee Directorate shall issue transcripts to all the candidates.

8.0 AWARDS

- (i) A candidate who successfully attains the set pass mark in the Coffee Laboratory Technician examination shall be awarded a Coffee Laboratory Technician Certificate by the Coffee Directorate'
- (ii) A candidate who successfully attains the set pass mark in the Coffee Liqurer Examination shall be awarded a Coffee Liqurer Certificate by the Coffee Directorate'
- (iii) No award shall be conferred to a candidate without having attained the set pass mark.

9.0 FAILURE

A candidate who fails to attain the set pass mark for either of the examination shall be permitted to sit for that examination when it is next offered, subject to re-application by the candidate.

10.0 EXAMINATION IRREGULARITIES

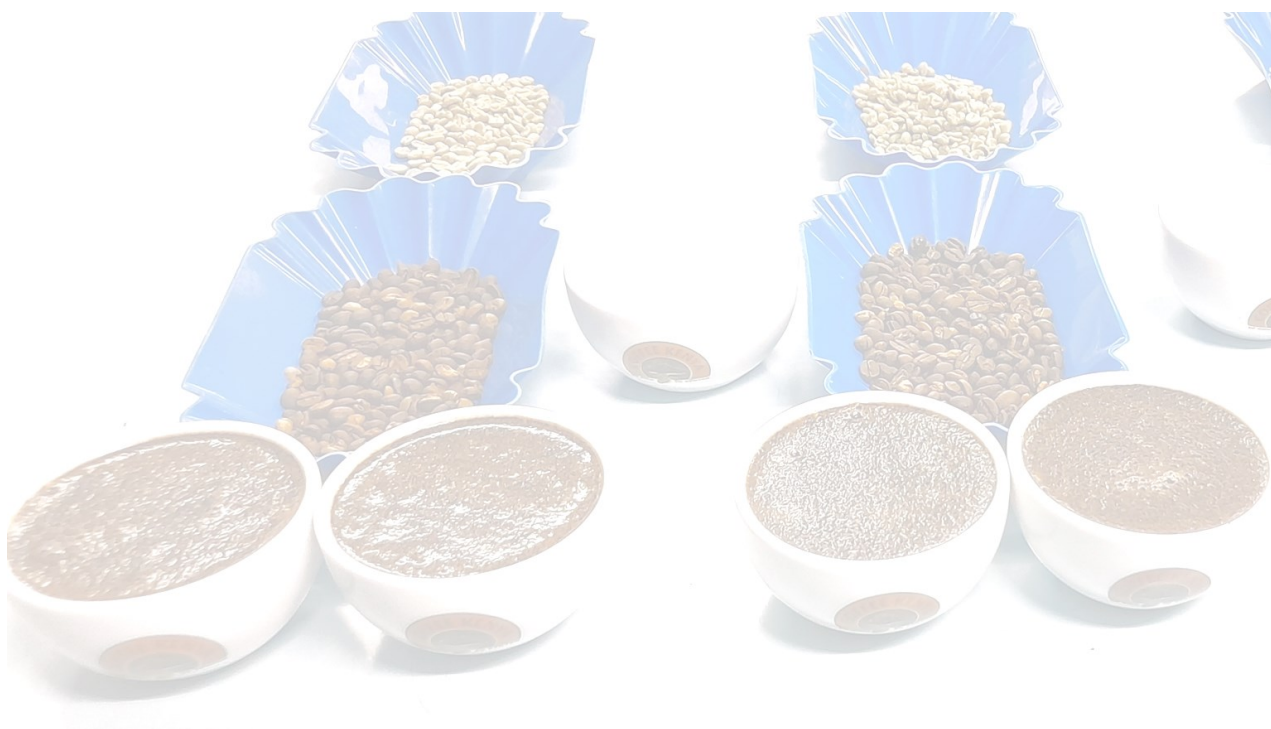
A candidate found guilty of any irregularity during the examinations shall be disqualified (Annex I).

11.0 APPEAL FOR RE-ASSESSMENT

- (i) A candidate may appeal to the Head of Coffee Directorate in writing if not satisfied with the results;
- (ii) The appeal must be done within fourteen (14) calendar days after release of the results;
- (iii) The Coffee Directorate shall form an independent Committee to investigate and give recommendations within twenty-one (21) calendar days of receipt of the appeal;
- (iv) The recommendations shall be communicated to the candidate withing seven (7) calendar days of the date of hearing.

12.0 EXAMINATION FEES

- (i) The examination fees shall be determined by the panel in consultation with the Coffee Directorate;
- (ii) No candidate shall be allowed to sit for the examination without having fully paid the requisite examination fees.



ANNEX I: EXAMINATION REGULATIONS

- (1) The coffee examinations shall comprise of theory and practical papers.
- (2) Candidates shall be admitted into the examination room at least fifteen minutes before the examination starts.
- (3) No candidate shall be allowed to enter or leave the examination room after the exam has commenced unless permitted by the examiner.
- (4) No candidate shall bring to an examination room any other material except those specified by the examiner.
- (5) The use of mobile phones and any other related gadgets shall not be allowed in the examination room.
- (6) Examiners shall have powers to confiscate any unauthorized material brought to the examination room, and to expel from the examination room any candidate(s) who may create disturbance.
- (7) A candidate shall not be allowed to communicate with any candidate in the examination room.
- (8) The examiner shall announce when the candidates should start and stop writing and the time duration allowed for the paper.
- (9) The candidates must verify that they are in possession of the right question paper and any other authorized material before commencement of the examination.
- (10) No candidate shall continue writing after the examiner has announced the end of the time specified for the examination.
- (11) No candidate shall be allowed into the examination room if he/she is under the influence of alcohol or other drugs.
- (12) Smoking shall not be allowed in the examination venue.
- (13) All papers used during the examination must be handed to the examiner before the candidate leaves the examination room.
- (14) Any examination irregularity shall be referred to the Head of Coffee Directorate.
- (15) The Head of Coffee Directorate shall hear and determine any complaint on examination irregularity and notify in writing the verdict to the concerned candidate.

ANNEX II: CODE OF CONDUCT FOR COFFEE EXAMINATION PANELIST

This Code of Conduct applies to all Coffee Examination Panelist

A Panelist must:

- (1) Adhere to the examination manual when conducting the coffee Examinations.
- (2) Conduct the examinations with professionalism.
- (3) Declare any conflict of interest and be excused from participating in conducting the examination.
- (4) Behave ethically, honestly and with integrity.
- (5) Respect fellow panelists, candidates, volunteers and staff at all times.
- (6) Avoid discrimination with respect to nationality, race, language, gender, sexual orientation and religion.
- (7) Maintain appropriate confidentiality with respect to all aspects of conducting the examinations.
- (8) Should have a sober mind while conducting the examinations.
- (9) Must be available to administer the examinations unless conflict of interest has been declared.
- (10) Avoid comment with any media representative or the general public in relation to invigilating, candidates, volunteers and staff (Refer all inquiries to Head of Coffee Directorate)
- (11) Ensure that the examinations are delivered to the candidates as scheduled and the results thereof are processed without delay.
- (12) Always be guided by the rule of merit in grading and assessing the candidates.

PANELIST COMMITMENT TO ABIDE BY THE ABOVE RULES

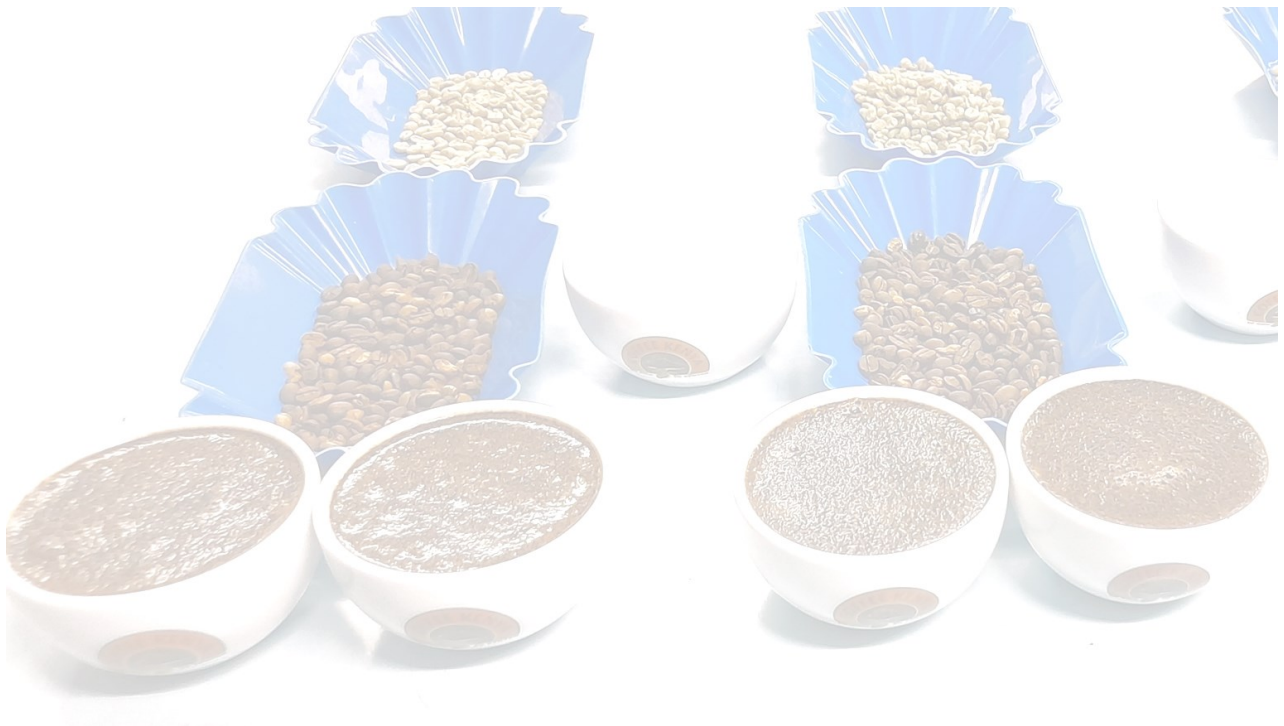
I of (name of company)
.....have read, understood and commit to abide by
the above code of conduct.

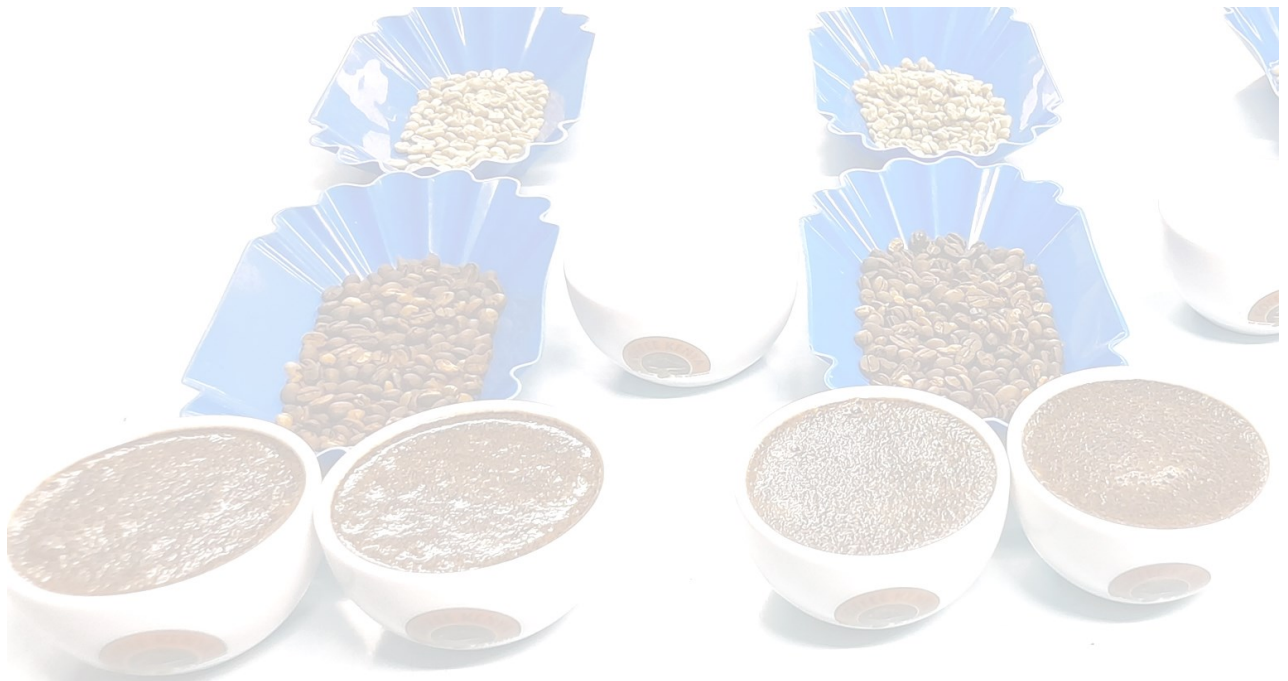
Date:

Sign:

LIST OF CONTRIBUTING ORGANIZATIONS

1. AFA – Coffee Directorate
2. KARLO – Coffee Research Institute
3. Dedan Kimathi University of Technology (DeKUT)
4. Commercial Coffee Millers and Marketing Agents Association (CCMMAA)
5. Kenya Coffee Traders Association (KCTA)/Exporters







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