



Exam Regulations – Online Exams at Accredited Centres

CILEX Regulated Qualifications

V1.2 FINAL

Issue date September 2021

Introduction

1. The Exam Regulations are in place to protect the integrity of CILEX qualifications, and to ensure the fair treatment of all learners.

Scope

2. All learners taking online exams at their accredited training provider for the following CILEX qualifications must comply with these Exam Regulations:
 - CILEX Level 3 Certificate in Law and Practice
 - CILEX Level 3 Diploma in Law and Practice
 - CILEX Level 6 Diploma in Law and Practice
 - CILEX Level 6 Certificate in Law (Single Subject Certificate)
 - CILEX Level 6 Diploma in Legal Practice (Graduate FastTrack Diploma)

ID check requirements

3. You are required to present proof of identity to the Invigilators at the training provider. You must present one item from the following, which must show a photograph and signature:
 - ✓ Current Valid Passport (any nationality)
 - ✓ Current Full or Provisional UK Photo Card Driving Licence
 - ✓ UK Residence Card
4. You must have your ID readily available for checking by the Invigilator when entering the exam room.
5. If you do not have valid ID (as identified above) you must contact CILEX a minimum of 10 working days before your exam in order that alternative exam validation arrangements can be put in place.

Exam Conditions and Regulations

6. You must behave professionally and honestly at all times during the exam and ensure that your conduct does not compromise the integrity of CILEX qualifications, disrupt or adversely affect other learners in the exam room.
7. You should arrive approximately 15 -20 minutes before the exam start time to allow for the pre-exam checks to take place. Late comers will not be permitted to enter the exam room more than 45 minutes after the start time.
8. You must comply with the Invigilator's instructions before, during and after the exam.
9. You must **not** leave your workstation without the permission of the Invigilator. If you require the Invigilator's assistance, for example if you require scrap paper, feel unwell, or want to leave the exam permanently, you must raise your hand and wait for the Invigilator.
10. The exam is accessed on the Surpass platform using a laptop/PC provided by your training

provider. You are not permitted to access other applications e.g. Microsoft word, outlook, other internet sites or similar during the exam.

11. You must follow the Invigilator's instructions to open your exam. You will need to:
 - Enter your unique 8-digit Key Code, provided by the Invigilator
 - Confirm your personal details
 - Enter a PIN. The Invigilator will provide you with the PIN code needed to unlock the exam, once all your details have been confirmed as correct.
12. You must only use one monitor/screen. A second monitor is not permitted.
13. You are allowed to use the *Permitted Materials*, as listed below, only. You must not have any unauthorised materials at your workstation.
14. You are required to comply with the Invigilator's checks of any permitted materials you have brought into the exam.
15. Bags and other materials must be placed at the side of the exam room, as instructed by the Invigilator. Bags and other materials must **not** be placed next to your workstation.
16. You are not permitted to have a mobile phone at your workstation. If you choose to bring a mobile phone into the exam room it must be switched off and, at your own risk, placed with any personal belongings at the side of the room
17. Hats or head coverings are not permitted except when worn for religious reasons and only if your full facial features are clearly visible. You are not permitted to wear sunglasses*, smart watches, headphones/headsets or earplugs.
18. You must not communicate with another individual during the exam, except the Invigilator.
19. You are permitted to leave your workstation to go to the toilet, with the Invigilator's permission. You will be accompanied to the toilet facilities. The clock will keep running during a toilet break. You must not bring anything back into the room if you take a toilet break.
20. You are not permitted to smoke or vape during an exam.
21. You are not permitted to leave the exam in the first 45 minutes (including reading time, if applicable) or the last 15 minutes of an exam. If you are taking Level 3 Unit 1 Introduction to Law and Practice you must remain in the examination room for the duration of the one-hour examination, except to take a toilet break, as set out above.

**If you have a medical condition which means you need to wear sunglasses, please contact CILEX as soon as possible.*

Permitted materials

22. You are permitted to bring the following only to your workstation:
 - ✓ Pens, pencils, highlighters
 - ✓ A drink in a clear vessel

- ✓ the designated statute book – for some Level 6 exams a statute book is permitted (see list of exams below for which a designated statute book is permitted).
 - ✓ Pre-release case study materials - for Level 3 and Level 6 Practice exams only – a printed copy of the pre-release case study materials. Please note that the materials will be accessible in the online exam, but learners are permitted to print a copy from the CILEX website to use in the exam, as long as the materials are not annotated in any way.
23. In addition, your training provider will provide you with the following permitted materials
- ✓ The device on which you will take the exams (i.e. PC/laptop)
 - ✓ Scrap paper for making rough notes - The scrap paper will be collected by the Invigilator after the exam. You must not take any scrap paper with you after the exam has taken place.
24. You must ensure that you have no other materials, devices or similar at your workstation.

Statute books for Specified Level 6 Exams Only

25. Learners sitting the following Level 6 exams only are permitted to refer to the designated statute books specified in the CILEX Level 6 Qualifications - Recommended Reading for Students (available on the CILEX website) during the exam:
- Unit 1 Company and Partnership Law
 - Unit 2 Contract Law
 - Unit 3 Criminal Law
 - Unit 4 Employment Law
 - Unit 5 Equity and Trusts
 - Unit 6 European Union Law
 - Unit 7 Family Law
 - Unit 8 Immigration Law
 - Unit 9 Land Law
 - Unit 12 Public Law
 - Unit 13 Law of Tort
 - Unit 14 Wills and Succession
 - Unit 16 The Practice of Company and Partnership Law
 - Unit 18 Criminal Litigation
 - Unit 19 The Practice of Employment Law
 - Unit 20 The Practice of Family Law
 - Unit 21 Probate Practice
26. Learners are permitted to use a different edition of the designated statute book i.e. a more recent or older edition.
27. The statute books must not be annotated in any way. The term 'annotated' in this context

includes the use of highlighter pens, post-it notes, folded down pages or handwritten comments.

28. Learners will be required to comply with the permitted materials check which includes a check of statute books prior to launching their exam.

Non-Compliance with Exam Conditions and Regulations

29. Potential breaches of the Exam Conditions and Regulations are reported to CILEX.
30. CILEX investigates any potential breaches of the Exam Conditions and Regulations in accordance with the CILEX Malpractice and Maladministration Policy – CILEX Regulated Qualifications and CILEX Malpractice and Maladministration Procedure – CILEX Regulated Qualifications.
31. CILEX will take action in accordance with the CILEX Sanctions Policy – CILEX Regulated Qualifications, to minimise risks to the integrity of CILEX qualifications and maintain confidence in the qualifications.
32. Non-compliance with the Exam Conditions and Regulations may also be a breach of the CILEX Code of Conduct which may be investigated.
33. Examples of Exam Violations are set out in Appendix 1.

Exam violations

The following list sets out examples of exam violations. This list is not exhaustive and any other actions/behaviours which may compromise the integrity of an exam will be investigated:

- (i) Failing to comply with the Invigilator's instructions before, during or after an exam;
- (ii) Having bags and other non-permitted materials at/next to a learner's workstation;
- (iii) Having any books e.g. legal textbooks, study books, (other than the statute books specified above), revision notes, or similar materials or dictionaries in the exam room or attempting to use or using such materials in the exam;
- (iv) Failing to ensure mobile telephones are switched off before entering the exam room and placed with their personal belongings away from their workstation;
- (v) Having an unauthorised device in the exam room (e.g. including but not limited to a mobile device, a second laptop/PC, smart watch, portable media player, e-reader, PDA, or similar device);
- (vi) Refusing to hand over suspected unauthorised materials or device when asked or refusal to demonstrate that any suspected materials or device is not in learner's possession;
- (vii) Bringing an annotated copy of the pre-released case study materials to a learner's workstation (Level 3 and Level 6 Practice exams (Level 3 Units 9–15, 18 and 19 and Level 6 Units 15-21));
- (viii) Having an annotated statute book in an exam for which a statute book is permitted;
- (ix) Having a calculator in the exam. There is a calculator function in the online system which will be available for any exams which require calculation;
- (x) Using a learner's own paper in the exam for writing notes;
- (xi) Removing scrap paper from the exam room;
- (xii) Accessing or attempting to access other applications for example Word, Excel, windows explorer, files, websites, emails or similar;
- (xiii) Communicating with or attempting to communicate with anyone during the exam. Learners are only permitted to communicate with the Invigilator/s;
- (xiv) Attempting to copy or copying the work of another individual during the exam;
- (xv) Disrupting or disturbing other learners;
- (xvi) Leaving a workstation without the permission of the Invigilator;
- (xvii) Leaving the exam room during the first 45 minutes or the last 15 minutes of an exam (including the reading time, if applicable), or leaving the Level 3 Unit 1 Introduction to Law and Practice exam during its one-hour duration, except to take a toilet break with the Invigilator's permission.
- (xviii) Arranging to be impersonated by another individual in an exam;
- (xix) Accessing confidential exam materials prior to an exam;
- (xx) Smoking or vaping in the exam room;
- (xxi) Using earplugs, headphones, or headsets during the exam;
- (xxii) Using multiple screens;
- (xxiii) Wearing a watch of any kind during the exam;
- (xxiv) Wearing a hat or head covering (except when worn for religious reasons);
- (xxv) Altering or interfering with CILEX assessment documentation, for example, Key Code Slips, results notifications, or certificates.