



# **Exam Regulations – Online Exams with Remote Invigilation**

*CILEX Regulated Qualifications*

# Introduction

1. The Exam Regulations are in place to protect the integrity of CILEX qualifications, and to ensure the fair treatment of all learners.
2. It is recommended that you also read the CILEX Candidate Guide for Online Examinations with Remote Invigilation.

## Scope

3. All learners taking online exams with remote invigilation 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

4. You are required to show proof of identity. 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
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.
6. Learners, who do not present ID meeting the CILEX identity check requirements, may have their exam voided.

## Exam Conditions and Regulations

7. 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.
8. You must take the exam in a private, well-lit room with a workstation (desk/table) free from personal items.
9. The exam is accessed on the ProctorExam platform using a laptop/PC (meeting the specification on the CILEX website). You are not permitted to access other applications eg Microsoft word, outlook, other internet sites or similar during the exam.
10. You must carry out the pre-exam environment checks, ensuring you scan your workstation and room, in accordance with the onscreen instructions.

11. It is a requirement that you are monitored throughout the duration of the exam via your webcam, screenshare and mobile phone (using the ProctorExam App). You must check your cameras (webcam and mobile device) are positioned correctly when instructed onscreen. Footage from the webcam, screenshare and mobile phone will be recorded and reviewed.
12. You must only use one monitor/screen. A second monitor is not permitted.
13. You are allowed to use the *Permitted Materials and Devices*, as listed below, only. There should be no unauthorised materials on bookshelves, walls, tables, workstation or similar.
14. You are required to show the following permitted materials, if permitted to use them, to the webcam as follows:
  - Paper – both sides of each sheet must be shown to the webcam,
  - Pre-release case study materials – both sides of each page must be shown to the webcam,
  - Statute Book - you must show the front and back of the statute book to the webcam and then flick through the statute book whilst holding it up to the webcam.
15. You must not be interrupted for the duration of the exam and must not communicate with another individual during the exam, except the online chat Tech Support available on the ProctorExam platform or CILEX (see paragraph 21 below).
16. 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.
17. You must not block your webcam and are required to remain in full view of your webcam for the duration of the exam, except when taking a toilet break, as set out below.
18. You must not move around the room, except to take a short toilet break, see below.
19. You are permitted to leave your workstation to go to the toilet but must be away for no longer than 5 minutes at any time. 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. If you experience significant technical difficulties in an exam and the online chat Tech Support available on the ProctorExam platform is unable to assist, you may use your mobile phone to contact CILEX.

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

## Permitted materials and devices

22. You are permitted the following only in the exam:
  - ✓ laptop/PC which is being used to take the exam
  - ✓ one mobile device with the ProctorExam App downloaded to record you throughout the exam
  - ✓ a second keyboard

- ✓ a computer mouse
- ✓ pens, pencils, highlighters
- ✓ a maximum of 5 sheets of blank or lined A4 paper, with no writing or annotations on any of the sheets, to enable you to make notes. Any notes you make cannot be submitted to CILEX as part of your answer.
- ✓ a drink in a clear drinking 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. You must ensure that your workstation is cleared of any other items, other than those specified above.

## Statute books for Specified Level 6 Exams Only

24. Candidates 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

25. Candidates are permitted to use a different edition of the designated statute book i.e. a more recent or older edition.

26. 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.

27. Candidates 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**

28. The mobile phone, webcam and screenshare footage is reviewed to validate each exam. Potential breaches of the Exam Conditions and Regulations are reported to CILEX.
29. 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.
30. 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.
31. Non-compliance with the Exam Conditions and Regulations may also be a breach of the CILEX Code of Conduct which may be investigated.
32. 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 show valid ID (as identified above) or showing ID which is not clearly visible;
- (ii) Failing to complete all the pre-exam checks properly in accordance with the onscreen instructions, including the permitted materials checks;
- (iii) Having any books e.g. legal textbooks, study books, (other than the statute books for the exams specified above), revision notes, work papers or similar materials or dictionaries in the exam room or attempting to use or using such materials in the exam;
- (iv) Having an unauthorised device in the exam room (e.g. including but not limited to a second mobile device, a second laptop/PC smart watch, portable media player, e-reader, PDA, or similar device). Candidates are required to have one mobile device with the ProctorExam App downloaded in the exam room to record them during the exam. Candidates are not permitted to use this device for any other purpose except to contact CILEX in the event of significant technical difficulties;
- (v) Having annotated scrap paper in the exam or more than 5 sheets of scrap paper;
- (vi) Having an annotated copy of pre-released case study materials in the exam (Level 3 and Level 6 Practice exams (Level 3 Units 9–15, 18 and 19 and Level 6 Units 15-21)). Candidates are permitted to print a copy of the relevant pre-release case study materials from the CILEX website and use this in the exam as long as it is a clean copy with no annotations;
- (vii) Having an annotated statute book in an exam for which a statute book is permitted;
- (viii) Having insufficient lighting in the exam room resulting in a candidate not being sufficiently visible on the camera recordings;
- (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) Accessing or attempting to access other applications for example Word, Excel, windows explorer, files, websites, emails or similar;
- (xi) Communicating with or attempting to communicate with anyone during the exam. Candidates are only permitted to contact the online Technical Support or CILEX;
- (xii) Having another person present in the exam room at any point during an exam;
- (xiii) Attempting to copy or copying the work of another individual during an exam;
- (xiv) Leaving your workstation for more than 5 minutes. You are permitted to leave their workstation to go to the toilet but must be away from the exam room for no more than 5 minutes;
- (xv) Bringing anything into the exam room when returning to the room after a toilet break;
- (xvi) Arranging to be impersonated by another individual in an exam;
- (xvii) Accessing confidential exam materials prior to an exam;
- (xviii) Smoking or vaping in the exam room;
- (xix) Using earplugs, headphones, or headsets during the exam;
- (xx) Using multiple screens. Candidates are permitted to use one screen only;
- (xxi) Wearing a smart watch during the exam;
- (xxii) Wearing sunglasses during the exam;
- (xxiii) Wearing a hat or head covering (except when worn for religious reasons), a candidate's full facial features must be clearly visible;
- (xxiv) Behaving suspiciously for example, continuously looking around the room or in a particular direction i.e. up/down/left/right, at wrists, or hands;
- (xxv) Opening drawers, cupboards, or other furniture during the exam;
- (xxvi) Altering or interfering with CILEX assessment documentation, for example, results notifications or certificates.