



Access Arrangements Procedure

CILEX Regulated Qualifications

Introduction

1. This procedure describes the way in which CILEX implements its Access Arrangements Policy for the CILEX regulated qualifications listed in Appendix 1. This procedure should be read in conjunction with the Access Arrangements Policy – CILEX Regulated Qualifications.

Scope

2. This procedure applies to CILEX learners, training providers, training provider staff and associated contractors, CILEX staff and contractors involved in the assessment and/or delivery of CILEX regulated qualifications.

Applying for access arrangements

3. Learners should complete the online Access Arrangements application available in myCILEX.
4. Evidence to support the application must be uploaded with the application.
5. Training providers seeking to make an application on behalf of a learner should contact the CILEX Customer Service team. Training providers must have the learner's explicit written permission. CILEX reserves the right to request to see a copy of the learner's written consent.
6. Examples of access arrangements are set out in Appendix 2. Other access arrangements will be considered subject to the requirements set out in this procedure and the associated policy.

Supporting evidence requirements

7. Applicants are responsible for submitting supporting documentation with the access arrangements application.
8. Supporting evidence must be sufficient, valid and reliable, from an appropriately qualified professional. Learners need to explain to the professional person providing the evidence the type of assessment they are about to take so that their needs can be assessed to determine the access arrangements required.
9. Appropriate supporting evidence may include:
 - evidence from a medical, psychological or clinical professional;
 - evidence from qualified staff engaged by the learner's training provider.
10. The evidence must state the name, title and professional credentials of the person who carried out the assessment of the learner and produced the evidence. The evidence must set out the temporary illness, injury or indisposition affecting the learner and recommend the access arrangements required. The recommended access arrangements must be clearly set out, for example, if extra time is recommended, the percentage of extra time required must be stated.
11. The evidence must be current. Access arrangements are for temporary illness, injury or indisposition and the report must be accurate and have been produced within the last 3 months.

Decisions on access arrangements

12. Applications for access arrangements with appropriate supporting evidence are considered by CILEX in accordance with the Access Arrangements Policy – CILEX Regulated Qualifications. The supporting evidence is used to assess the application.
13. CILEX reserves the right to suggest alternative access arrangements in circumstances where the access arrangements requested are impractical, may compromise the integrity or security of the assessment, may compromise health and safety, involve unreasonable costs or similar.
14. CILEX may not be able to approve an access arrangement if there is insufficient time to put in place the necessary arrangements, for example, arrange a scribe. In such cases, it is recommended that the learner postpone the assessment.
15. Access arrangements are one-off arrangements for a specific assessment session and are not applied for future sessions.
16. Where appropriate, CILEX will liaise with the learner and/or training provider in order to put in place the approved access arrangements, for example, in relation to arrangements for a scribe.

Decisions devolved to training providers

17. Training providers are responsible for deciding and putting in place access arrangements for learners taking internal assessments (assignments) for the CILEX Legal Studies and Legal Secretaries qualifications.
18. Training providers must comply with the Access Arrangements Policy – CILEX Regulated Qualifications when considering a learner's requests for access arrangements.
19. The training provider should consider whether it is in the learner's best interest to postpone the assessment.
20. In determining the arrangements required by a learner the training provider must ensure that the provision of the access arrangements would not reduce the validity or reliability of the assessment or affect the assessment outcomes.
21. Training providers are required to retain records of access arrangements (including decision records and evidence) on the learners' files for the duration of the programme and for 6 months after the learner completes the qualification (or withdraws from the qualification). CILEX may request access to these records for monitoring purposes.
22. Training providers should contact CILEX if they have queries relating to the provision of access arrangements for the internal assessments.

Requirements for scribes

23. Applications for scribes, will be considered by CILEX subject to the following conditions:
 - A scribe should not normally be the learner's tutor. However, there may be particular circumstances in which it is necessary to use the learner's own tutor, and these must be discussed with CILEX in order that CILEX can determine if such an arrangement is appropriate.
 - On no account may a relative, friend or peer of the learner be used as a scribe.
 - Learners will normally be required to sit assessments at their training provider, workplace or similar venue if the use of a scribe is approved.
24. CILEX will issue guidelines to scribes to ensure that the assessments are delivered in accordance with CILEX requirements, and the integrity of the assessment is maintained.
25. A learner should, wherever possible, have adequate practice in the use of a scribe.

Timelines

26. Learners, who require access arrangements should apply as soon as possible after they experience the temporary illness, injury, or indisposition which will adversely impact their examination performance.
27. Access arrangements for external examinations must be requested by the deadlines published on the CILEX website for the qualification.
28. Requests for scribes must be submitted a minimum of 3 weeks before an external examination session.
29. CILEX will process applications for access arrangements and notify learners of the outcome within 5 working days. CILEX reserves the right to extend this period if further evidence is required.

Retention of materials

30. CILEX retains access arrangements applications and supporting evidence for 12 months.

Review arrangements

31. This procedure is subject to a three-year review cycle. However, the procedure may be reviewed more frequently to address operational feedback or concerns brought to the attention of CILEX to ensure the procedure remains fit for purpose.
32. This procedure and the associated policy are also reviewed as part of CILEX ongoing quality improvement monitoring.

Summary of changes between V3 and previous version
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Applying for access arrangements section updated to reflect the application process via myCILEX

CILEX Regulated Qualifications:

CILEX Level 2 Award in Legal Studies
CILEX Level 2 Certificate in Legal Studies
CILEX Level 2 Diploma in Legal Studies
CILEX Level 2 Certificate for Legal Secretaries
CILEX Level 2 Diploma for Legal Secretaries
CILEX Level 3 Certificate for Legal Secretaries
CILEX Level 3 Diploma for Legal Secretaries
CILEX Level 3 Certificate in Law and Practice
CILEX Level 3 Diploma in Law and Practice
CILEX Level 6 Certificate in Law
CILEX Level 6 Diploma in Law and Practice
CILEX Level 6 Diploma in Legal Practice (Graduate Fast-track Diploma)

Appendix 2

Types of Access Arrangements

Examples of access arrangements which may be considered are set out below. CILEX will only approve access arrangements for which there is supporting evidence in accordance with CILEX requirements. CILEX must be satisfied that the access arrangements approved do not modify or invalidate the assessment requirements or reduce the integrity of the assessment.

Extra time

Subject to the supporting evidence, learners may be allowed extra time during an assessment.

The amount of additional time granted will be based on the supporting evidence. Normally, an additional allowance of up to 25% of the total assessment time will be considered.

Supervised rest breaks

Subject to the supporting evidence, a learner may be allowed supervised rest breaks during an assessment. Supervised rest breaks must be taken in the room in which the examination is being taken and the learner must be visible to remote invigilator, unless a toilet break is taken. CILEX will agree a set amount of time to be added to the assessment duration to allow for rest breaks.

Scribe

Subject to the supporting evidence, CILEX may agree the use of a scribe. A scribe is a responsible adult who types a learner's dictated answers to the examination questions.