



Access to Scripts Policy

*CILEX Professional Qualification
(CPQ)*

V1.2 FINAL

Issue date September 2024

Purpose

1. This policy sets out CILEX's position on access to scripts for trainees, training providers and other interested parties.
2. This policy should be read in conjunction with the CILEX Privacy Statement.

Scope

3. This policy applies to CILEX trainees, training providers, training provider staff and associated contractors, CILEX staff and contractors involved in the assessment and/or delivery of the CILEX Professional Qualification (CPQ).

Definitions

4. The term 'trainees' in the context of this policy includes all individuals studying for the CPQ.
5. The term 'assessment' in the context of this policy includes assessments taken towards the CPQ, for example, external examinations.
6. The term 'script' in the context of this policy includes trainees' responses to CILEX assessments which may be provided online, electronically or handwritten.
7. The term 'assessor' in the context of this policy includes individuals appointed by CILEX to mark or quality assure trainee scripts.

Key Principles

8. CILEX does not release scripts to trainees, training providers or other interested parties.
9. In accordance with the Data Protection Act 2018 trainees do not have a legal right to access scripts.
10. On receipt of a request from a trainee for personal data relating to their script, CILEX will provide any comments made by assessors on a trainee's script and the marks recorded.
11. CILEX will process requests for assessor comments and marks for a script for which results have been released and which has been retained by CILEX within 40 working days.
12. CILEX will process requests for assessor comments and marks for a script for which the results have not been published within five months of receiving the request or 40 days of the publication of the result for the script, if this is earlier.

Retention of scripts

13. CILEX retains scripts for a period of 12 months after the assessment. After this period CILEX retains a sample of scripts and securely destroys/deletes scripts which are no longer required.
14. CILEX may retain a script for longer than 12 months where it has a valid reason for retaining a script. Valid reasons may include but not be limited to:
 - the script is the subject of an ongoing malpractice/maladministration investigation.
 - the script is the subject of an ongoing complaint investigation.
 - the script is the subject of an ongoing enquiry or appeal investigation.
 - the script is kept for exemplar purposes. Under these circumstances, permission would be sought.

Policy review arrangements

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

Summary of changes between V1.1 and previous version
▪ Amended retention period for retaining scripts and provided a fourth example.