



Access Arrangements Policy

*CILEX Professional Qualification
(CPQ)*

Purpose

1. CILEX recognises that access arrangements allow trainees to show what they know and can do without changing the validity or demands of the assessment. The CILEX Access Arrangements Policy sets out CILEX's policy position in relation to the provision of access arrangements for the CILEX Professional Qualification (CPQ).
2. This policy should be read in conjunction with the associated CILEX Access Arrangements Procedure – CILEX Professional Qualification.

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 CPQ.
4. Reasonable adjustments, for trainees with disabilities, are addressed separately in the CILEX Reasonable Adjustment Policy – CILEX Professional Qualification.

Definitions

5. The term 'trainees' in the context of this policy includes all individuals studying for the CPQ.
6. The term 'assessment' in the context of this policy includes assessments taken towards the CPQ, for example, external examinations.
7. Access arrangements are agreed before an assessment takes place.
8. Access arrangements may be put in place for trainees who:
 - have a temporary illness, injury or indisposition which will adversely impact their assessment performance, to access the assessment. Examples of arrangements include extra time for breaks or providing a scribe for a trainee with a recently broken arm.
 - have a protected characteristic (excluding disability¹), for example, pregnancy and maternity. An example being extra time for breaks.

Key principles

9. Access arrangements allow trainees to demonstrate their attainment without circumventing the assessment requirements or affecting the validity or reliability of the assessment outcomes.
10. CILEX will consider the safety, practicality and effectiveness of the access arrangements.
11. The use of access arrangements will not be taken into consideration in the marking of a trainee's assessment responses.

¹ The CILEX Reasonable Adjustment Policy – CILEX Professional Qualification sets out the policy for providing reasonable adjustments within the scope of the Equality Act 2010 to alleviate or remove the effect of a disability.

12. Access arrangements should not give a trainee an unfair advantage, neither should they mislead stakeholders regarding a trainee's achievements.

Eligibility for access arrangements

13. Trainees who are fully prepared for an assessment may be eligible for access arrangements if their temporary illness, injury, indisposition or other factor, places them at a substantial disadvantage in the assessment situation.
14. Trainees should consider postponing the assessment to a later date when issues arising from temporary illness, injury, indisposition or other factor provide less of a barrier to taking the assessment.
15. Trainees will only be eligible for access arrangements if supporting evidence accompanies the application in accordance with the requirements set out below.

Supporting evidence

16. Supporting evidence, which is sufficient, valid and reliable, from an appropriately qualified professional, must accompany all requests for access arrangements. The evidence must set out the access arrangements required to reduce the barrier to the assessment.

Decision making

17. CILEX decides the access arrangements to be put in place having considered the defined needs of individual trainees as set out in the supporting evidence.
18. CILEX reserves the right to devolve access arrangements decisions to training providers in circumstances where it is considered appropriate to do so. In such circumstances CILEX will set out the arrangements with which training providers must comply.
19. In making decisions CILEX will consider:
 - the supporting evidence setting out the impact of the trainee's temporary illness, injury or indisposition and the access arrangements required
 - the supporting evidence confirming the protected characteristic and the access arrangements required
 - the characteristics of the assessment for which access arrangements are required
 - the cost of the arrangements
 - the likely impact of the arrangements upon the trainee and other trainees, where applicable.
20. CILEX will not approve a request for access arrangements if it is not 'reasonable', this may include if the arrangement:
 - involves unreasonable costs to CILEX
 - involves unreasonable timeframes
 - compromises health and safety
 - compromises the security or integrity of the assessment.

21. The outcome of an access arrangements request may be:
- approval of the access arrangements
 - rejection of the application based on insufficient evidence
 - rejection of the application based on the reasonableness of the request, such as a request for specialist equipment
 - rejection of the application because the arrangement would compromise the integrity of the assessment
 - rejection of the application based on insufficient time to put in place the arrangements
 - suggested alternative arrangements.

Access arrangements appeals

22. Information about appealing a decision in relation to an access arrangements application is set out in the CILEX Appeals Policy – CILEX Professional Qualification and the associated CILEX Appeals Procedure.

Policy review arrangements

23. 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.
24. This policy is also reviewed as part of CILEX ongoing quality improvement monitoring.

Summary of changes between V2.0 and previous version
▪ Definitions and Decision making sections – revised to address access arrangements for trainees with a protected characteristic, for example pregnancy and maternity ▪ Decision making section (outcome of an access request) – revised to address an application being rejected because it would compromise the integrity of the assessment