



Access Arrangements Procedure

*CILEX Professional Qualification
(CPQ)*

Introduction

1. This procedure describes the way in which CILEX implements its CILEX Access Arrangements Policy for the CILEX Professional Qualification (CPQ). This procedure should be read in conjunction with the CILEX Access Arrangements Policy – CILEX Professional Qualification.

Scope

2. This procedure 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.

Applying for access arrangements

3. Trainees, who require access arrangements should apply as soon as possible after they experience the temporary illness, injury, indisposition or other factor which will adversely impact their assessment performance. The deadline for applications is set out in the CPQ Key Dates and Deadlines, but where possible applications should be submitted in advance of this deadline.
4. Requests for scribes must be submitted a minimum of three weeks before the examination session.
5. Trainees should complete the online Access Arrangements application available in myCILEX.
6. Evidence to support the application must be uploaded with the application.
7. Examples of access arrangements are set out in Appendix 1. Other access arrangements will be considered subject to the requirements set out in this procedure and the associated policy.

Supporting evidence requirements

8. Trainees are responsible for submitting supporting documentation with their Access Arrangements application.
9. Supporting evidence must be sufficient, valid and reliable, and from an appropriately qualified professional. The CPQ examinations are online and include multiple choice and written response examinations. Trainees 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.
10. Appropriate supporting evidence may include:
 - evidence from a medical, psychological or clinical professional
 - evidence from qualified staff engaged by the trainee's training provider.
11. The evidence must state the name, title and professional credentials of the person who carried out the assessment of the trainee and produced the evidence. The evidence must set out the temporary illness, injury, indisposition or other factor affecting the trainee 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.

12. The evidence must be current. Access arrangements are for temporary illness, injury, indisposition or other factor. The report must be accurate and have been produced within the last three months.

Decisions on access arrangements

13. Applications for access arrangements with appropriate supporting evidence are considered in accordance with the CILEX Access Arrangements Policy – CILEX Professional Qualification. The supporting evidence is used to assess the application.
14. 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.
15. 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 trainee postpone the assessment to the next examination session.
16. Access arrangements are one-off arrangements for a specific examination session and are not applied for future examination sessions.
17. Where appropriate, CILEX will liaise with the trainee to put in place the approved access arrangements, for example, in relation to arrangements for a scribe.

Requirements for scribes

18. Applications for scribes, will be considered by CILEX subject to the following conditions.
 - A scribe should not normally be the trainee's tutor. However, there may be particular circumstances in which it is necessary to use the trainee'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 trainee be used as a scribe.
 - Trainees will normally be required to sit assessments at their training provider, workplace or similar venue if the use of a scribe is approved.
19. 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.
20. A trainee should, wherever possible, have adequate practice in the use of a scribe.

Timelines

21. CILEX will process applications for access arrangements and notify trainees of the outcome within five working days. CILEX reserves the right to extend this period if further evidence is required.

Retention of materials

22. CILEX retains access arrangements applications and supporting evidence for seven years.

Review arrangements

23. 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.
24. This procedure and the associated policy are also reviewed as part of CILEX ongoing quality improvement monitoring.

Summary of changes between V3.0 and previous version
▪ Applying for access arrangements and Supporting evidence requirements – revised to address other factor e.g. pregnancy and maternity

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, trainees 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 trainee may be allowed supervised rest breaks during an assessment. Supervised rest breaks must be taken in the room in which the assessment is being taken and the trainee must be visible to the 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 trainee's dictated answers to the assessment questions.