



Digify

A Guide for Learners

V1.4 June 2026

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What is Digify?

Preliminary reading materials for Professional Stage examinations are accessible through Digify, an online platform, on the morning of your examination.

Stage 1: Accessing Digify

Approximately six weeks prior to the examination window, you will receive an email from “no-reply@digify.com” containing a link for you to access Digify; the purpose of which is to ensure that you can access the Digify platform. Your email address will be taken from the preferred email contact details that you have supplied to CILEX.

When completing the Digify access test, you must ensure that you are using the same device that you intend to use for your examination.

See example below:

Hi,

CILEX ADMIN (assessor@cilex.org.uk) invited you to the data room "P10 - Immigration Law and Practice".

Access starts:

Mar 20, 2025 11:25 AM UTC

Access ends:

Mar 21, 2025 01:30 PM UTC

[View data room](#)

If the above link doesn't work, please copy and paste this URL into your browser:

<https://digify.com/a/#/d/2/8337a9946377456d80757e1051b0f313>

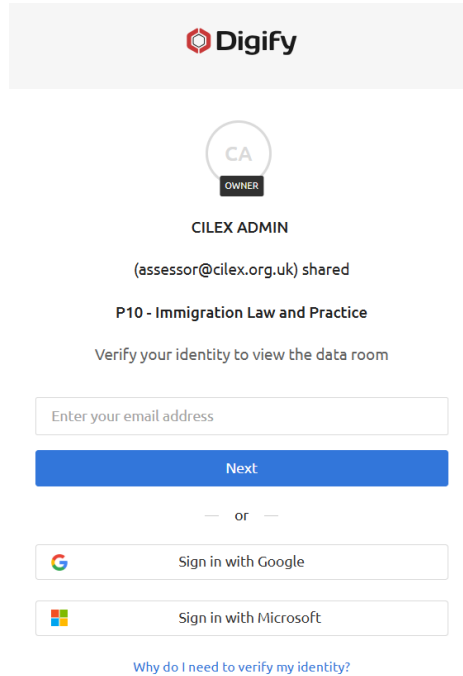
You must access the data room between the times stated in the email.

Please be aware, that if we are in British Summer Time (BST), the access time will be one hour later than it states in UTC (Coordinated Universal Time) in the email.

We advise that you test access to Digify app via the device you are intending to use in your exam, not via your smart phone.

Process:

1. Click 'view data room' and you will be taken to a page where you need to confirm your email address:

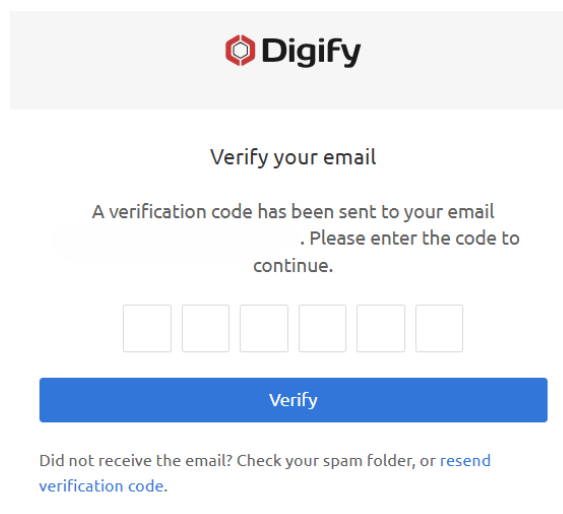


The screenshot shows the Digify email verification interface. At the top is the Digify logo. Below it is a circular icon with 'CA' and 'OWNER' text. The user is identified as 'CILEX ADMIN' with the email '(assessor@cilex.org.uk) shared' for 'P10 - Immigration Law and Practice'. The instruction 'Verify your identity to view the data room' is displayed. There is a text input field for 'Enter your email address', a blue 'Next' button, and social login options for Google and Microsoft. A link 'Why do I need to verify my identity?' is at the bottom.

You must use the email address in which you received the email from Digify.

2. Once you have entered your email address, click 'next'

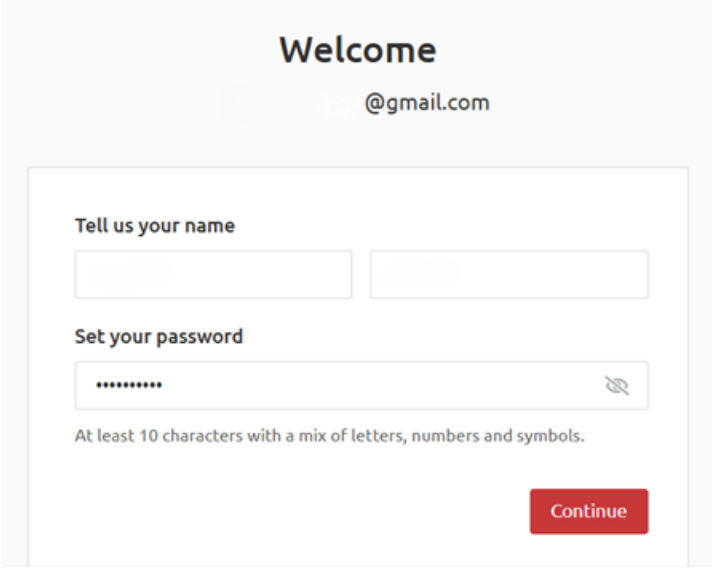
You will then be asked to type in a verification code that will have been sent to your email address:



The screenshot shows the Digify email verification code entry page. It features the Digify logo and the heading 'Verify your email'. A message states: 'A verification code has been sent to your email. Please enter the code to continue.' Below this is a row of six empty input boxes for the code. A blue 'Verify' button is positioned below the boxes. At the bottom, there is a link: 'Did not receive the email? Check your spam folder, or [resend verification code.](#)'

After typing in the code, click 'verify'.

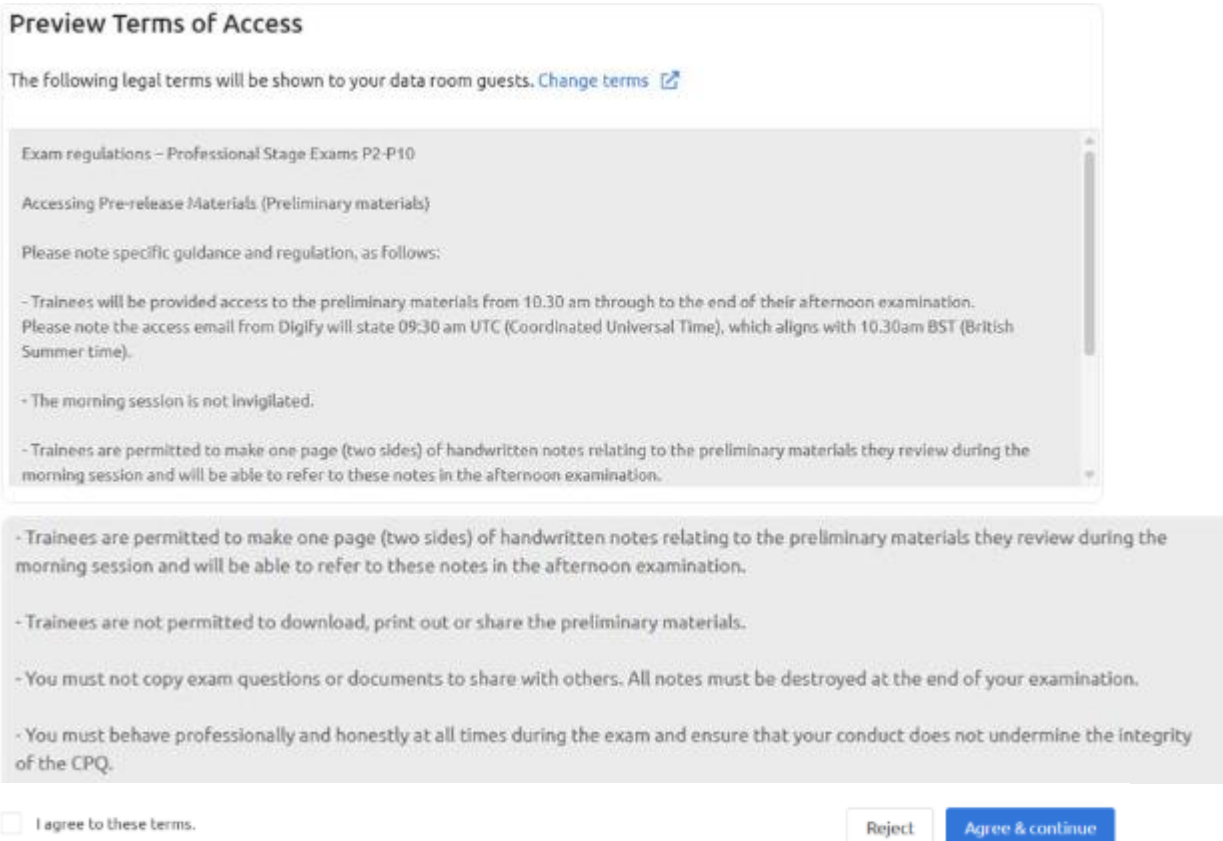
3. You will then be asked to input your name and to create a password:



The image shows a 'Welcome' screen for account creation. At the top, it says 'Welcome' followed by '@gmail.com'. Below this, there are two input fields for 'Tell us your name'. Underneath, there is a 'Set your password' section with a password input field showing eight dots and a toggle icon. A note below the password field states: 'At least 10 characters with a mix of letters, numbers and symbols.' At the bottom right, there is a red 'Continue' button.

Click 'continue'.

4. You will then be asked to agree to the terms and conditions. Click in the box next to 'I agree to these terms'.



The image shows a 'Preview Terms of Access' screen. It starts with the title 'Preview Terms of Access' and a sub-header 'The following legal terms will be shown to your data room guests. [Change terms](#)'. Below this is a scrollable area containing the following text:

Exam regulations – Professional Stage Exams P2-P10

Accessing Pre-release Materials (Preliminary materials)

Please note specific guidance and regulation, as follows:

- Trainees will be provided access to the preliminary materials from 10.30 am through to the end of their afternoon examination. Please note the access email from Digify will state 09:30 am UTC (Coordinated Universal Time), which aligns with 10.30am BST (British Summer time).
- The morning session is not invigilated.
- Trainees are permitted to make one page (two sides) of handwritten notes relating to the preliminary materials they review during the morning session and will be able to refer to these notes in the afternoon examination.

Below the scrollable area, there is a list of terms:

- Trainees are permitted to make one page (two sides) of handwritten notes relating to the preliminary materials they review during the morning session and will be able to refer to these notes in the afternoon examination.
- Trainees are not permitted to download, print out or share the preliminary materials.
- You must not copy exam questions or documents to share with others. All notes must be destroyed at the end of your examination.
- You must behave professionally and honestly at all times during the exam and ensure that your conduct does not undermine the integrity of the CPQ.

At the bottom, there is a checkbox labeled 'I agree to these terms.' and two buttons: 'Reject' and 'Agree & continue'.

Click 'agree & continue'.

You will now have access to the data room and will be able to see the test document:

 P10 - Immigration Law and Practice 



Files

INDEX ^

NAME ↕

☐

1.

 **Test.pdf**
14,6 KB

Click on the document to view its contents.

Please contact assessor@cilex.org.uk if you experience any problems with accessing Digify.

Stage 2 – One week Prior to the examination window

In the week prior to the examination window, you will receive a further email from Digify which will include the link to join the data room containing the preliminary materials. This is the link that you will need to use from 10:30am on the morning of your examination. Please ensure that you retain this email for use on the date of your examination. No further action is required at this stage.

Stage 3 – Morning of your examination

From 10:30am, you will be able to access the data room to view your preliminary materials using the link sent to you via your email address.

See example below:

Hi Emma,

CILEX ADMIN (assessor@cilex.org.uk) invited you to the data room "P10 - Immigration Law and Practice".

Access starts:
Jun 10, 2025 09:30 AM UTC

Access ends:
Jun 10, 2025 06:00 PM UTC

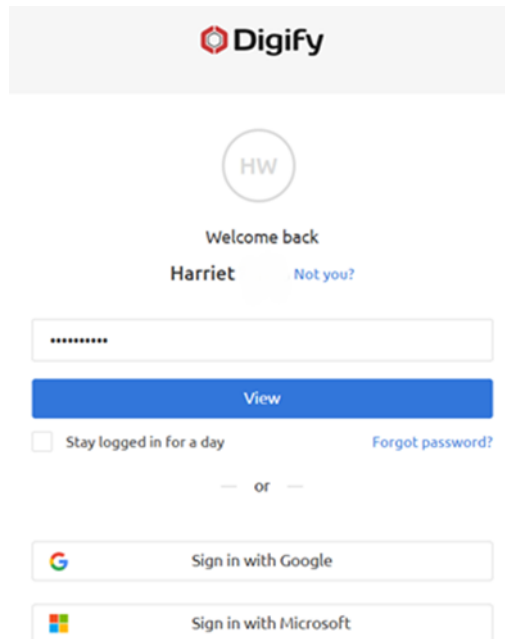
[View data room](#)

If the above link doesn't work, please copy and paste this URL into your browser: https://protect.checkpoint.com/v2/r02/____https://digify.com/23/d/2/8337a9946377456d80757e1051b0f313____.Y3AxZTpjaWxleGxhd3NjaG9vbDpjOm86MjkwNDcxYmU1NWYyNmMwMDkwNmNIZWE

Please be aware that if we are in British Summer Time (BST), as we are in the June examination window, the access time will be one hour later than it states in UTC (Coordinated Universal Time) in the email. Therefore, the time above would be 10: 30 AM in BST in line with published times.

Process:

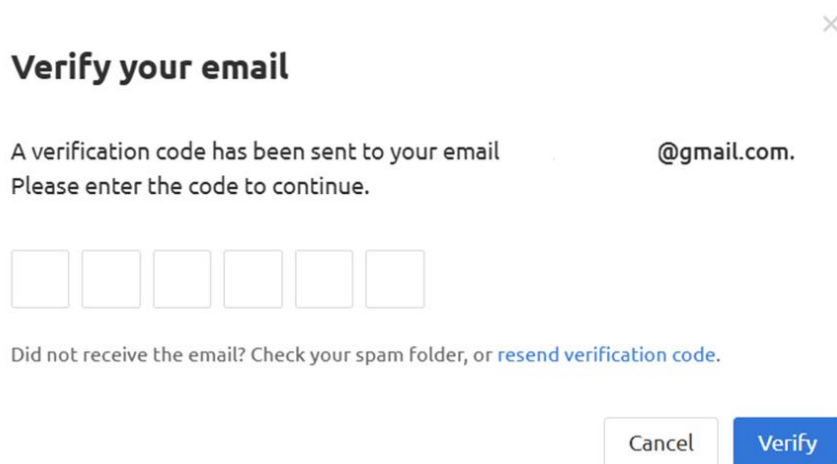
1. Click 'view data room' and you will be taken to a page where you need to confirm your email address.



The image shows the Digify login interface. At the top is the Digify logo. Below it is a circular profile picture placeholder with the initials 'HW'. The text 'Welcome back' is followed by the name 'Harriet' and a link 'Not you?'. There is a password input field with masked characters. Below the password field is a blue 'View' button. Underneath the button is a checkbox for 'Stay logged in for a day' and a link for 'Forgot password?'. Below these options is a separator 'or'. At the bottom are two buttons: 'Sign in with Google' and 'Sign in with Microsoft'.

Once you have entered your email address, click 'next'.

2. You will then be asked to type in the verification code that was sent to your email address:



The image shows the 'Verify your email' screen. It has a close button (X) in the top right corner. The title is 'Verify your email'. Below the title, it says 'A verification code has been sent to your email' followed by a masked email address and '@gmail.com.'. Below this, it says 'Please enter the code to continue.' There are six input boxes for the verification code. Below the input boxes, it says 'Did not receive the email? Check your spam folder, or [resend verification code](#).' At the bottom right are two buttons: 'Cancel' and 'Verify'.

After typing in the code, click 'verify'.

3. You will then be asked to agree to the terms and conditions.

Click in the box next to 'I agree to these terms'. Click 'agree & continue'.

Preview Terms of Access

The following legal terms will be shown to your data room guests. [Change terms](#)

Exam regulations – Professional Stage Exams P2-P10

Accessing Pre-release Materials (Preliminary materials)

Please note specific guidance and regulation, as follows:

- Trainees will be provided access to the preliminary materials from 10.30 am through to the end of their afternoon examination. Please note the access email from Digify will state 09:30 am UTC (Coordinated Universal Time), which aligns with 10.30am BST (British Summer time).
- The morning session is not invigilated.
- Trainees are permitted to make one page (two sides) of handwritten notes relating to the preliminary materials they review during the morning session and will be able to refer to these notes in the afternoon examination.

- Trainees are permitted to make one page (two sides) of handwritten notes relating to the preliminary materials they review during the morning session and will be able to refer to these notes in the afternoon examination.
- Trainees are not permitted to download, print out or share the preliminary materials.
- You must not copy exam questions or documents to share with others. All notes must be destroyed at the end of your examination.
- You must behave professionally and honestly at all times during the exam and ensure that your conduct does not undermine the integrity of the CPQ.

☐ I agree to these terms.

Reject

Agree & continue

You will now have access to the data room where you can access the preliminary materials:

Files

INDEX ^		NAME ^	
☐	1.		P10 Exam document 14.6 KB

Click on the document to view its contents.

If you experience any problems with accessing Digify on the day of the examination, please contact

the CILEX Customer Support Team.

Please note, in the afternoon exam paper, additional documents may be referred to. These will *only* be accessible within your TestReach Document Library and will *not* appear in this Digify app. All documents from the Digify app will also appear in the TestReach Document Library].

Trouble Shooting/ Frequently Asked Questions

If you are unable to access Digify to test the link

Please contact us at assessor@cilex.org.uk

If you are unable to access Digify on the day of the examination

Ensure that you are using the same laptop/device that you used when testing access to Digify.
Check the minimum requirements.
Contact the CILEX Customer Support Team who will liaise with us as a matter of urgency.

Can we highlight and/or annotate the documents on Digify?

No, there is no option available to do this.

Can I use Digify in the afternoon examination to access the preliminary documents or are they only available through TestReach?

Although all preliminary materials will be available in the document resource library in TestReach, we would advise you to access copies of these documents on a second screen via the Digify platform. You are not permitted to access any other website other than Digify during your examination.

What are the minimum requirements for access?

Digify recommend that you use the Google Chrome browser. You should ensure that you have the latest version on your computer. This is important from a security and compatibility standpoint.

Why does it state that the Pre-Release (Preliminary) Materials are available at 09:30 am in the Digify email when all other publications state 10:30 am?

Digify publishes times in Coordinated Universal Time- which is equivalent to Greenwich Mean Time. During the Summer months, when clocks are put forward by one hour, we move to British Summer Time. When Digify states 09:30 AM UTC- this is in fact 10: 30 AM BST and is therefore correct.

Do we need to have two screens for the afternoon, invigilated exam at Professional stage?

Although it is not a directive, we do recommend that a second screen is used in these exams. The TestReach app has its limitations and by having the pre-release (preliminary documents) on a separate screen accessed through the Digify app in the exam, it allows the first screen to be solely used by TestReach which displays the exam paper.

Updates

Page/Stage	Update information
Stage 1	Update to terms of access details
Stage 3	Update to terms of access details