



Exam Regulations

*CILEX Professional Qualification
(CPQ)*

V3.0 FINAL
Issue date September 2022

Introduction

1. The Examination Regulations are in place to protect the integrity of the CILEX Professional Qualification (CPQ) and to ensure the fair treatment of all trainees.

Scope

2. All trainees taking exams for the CPQ must comply with these Exam Regulations.

ID check requirements

3. You are required to show proof of identity when requested by the invigilator, prior to the start of the exam. You must present one item from the following, which must show a photograph and signature:
 - ✓ Current Valid Passport (any nationality)
 - ✓ Current Full or Provisional UK Photo Card Driving Licence
 - ✓ UK Residence Card
4. If you do not have valid ID (as identified above) you must contact CILEX a minimum of 10 working days before your exam in order that alternative exam validation arrangements can be put in place.
5. Trainees, who do not present ID meeting the CILEX identity check requirements, will not be able to sit the exam and will have to pay to sit the exam at a future session.

Exam Conditions and Regulations

6. 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.
7. You must take the exam in a private, well-lit room with a workstation (desk/table) free from personal items.
8. The exam is accessed using the TestReach application on your laptop or PC (meeting the laptop/PC requirements set out in the Candidate Guide to TestReach: Sitting CPQ Exams Using TestReach, available on your myCILEX).
9. You are not permitted to access other applications eg Microsoft word, outlook, other internet sites or similar during the exam. The exception is A5 Professional and Legal Skills: Legal Research – see below.
10. You must carry out the pre-exam validation checks in accordance with the remote invigilator's instructions.

11. It is a requirement that you are monitored throughout your exam by the remote invigilator using the webcam on your laptop/PC, and you must comply with the invigilator's instructions. The invigilator may warn you if your actions are considered to infringe the exam conditions.
12. You must only use one monitor/screen. A second monitor is not permitted.
13. You must turn off your mobile telephone and put it out of reach once connected with the remote invigilator.
14. You are allowed to use the *Permitted Materials and Devices*, as listed below. There should be no unauthorised materials on bookshelves, walls, tables, workstation or similar.
15. You may use your scrap paper in the exams specified in the Permitted Materials and Devices Section below. However, you must not copy exam questions to share with others.
16. You must not take photographs/screenshots/videos or similar of your screen displaying exam questions/content.
17. You must not be interrupted for the duration of the exam and must not communicate with another individual, except for your remote invigilator or the TestReach Support team (see below).
18. Hats or head coverings are not permitted except when worn for religious reasons and only if your full facial features are clearly visible. You are not permitted to wear sunglasses*, smart watches, headphones/headsets or earplugs.
19. You must not block your webcam and are required to remain in full view of your webcam for the duration of the exam, except when taking a toilet break, as set out below.
20. You must not move around the room, except to take a short toilet break, see below.
21. You are permitted to leave your workstation to go to the toilet but must be away for no longer than 5 minutes at any time. The clock will keep running during a toilet break. You should advise the invigilator that you are taking a toilet break. You must not bring anything back into the room if you take a toilet break.
22. You are not permitted to smoke or vape during an exam.
23. If you experience significant technical difficulties in an exam, you may use your mobile phone to contact the TestReach Support team.

**If you have a medical condition which means you need to wear sunglasses please contact CILEX as soon as possible.*

A5 Professional and Legal Skills: Legal Research

24. Trainees taking A5 Professional and Legal Skills: Legal Research are permitted to access the internet in accordance with the instructions in the live exam. You should be aware that the remote invigilator will be able to see the internet sites you visit during the exam.

Permitted materials and devices

25. You are permitted the following in the exam:
 - laptop/PC which is being used to take the exam
 - a second keyboard
 - a computer mouse
 - a drink in a clear drinking vessel
26. In addition, trainees taking **Foundation Stage F5 Professional and Legal Skills: Succeeding in the Legal Environment**, **F6 Professional and Legal Skills: Legal Research** and **all Advanced Stage exams** only are permitted the following:
 - a maximum of 2 sheets of blank or lined paper with no writing or annotations on any of the sheets, to enable you to make notes
 - pens, pencils, highlighters
27. You must ensure that your workstation is cleared of any other items, other than those specified above. The invigilator will request that unauthorised materials are removed.

Non-Compliance with Exam Conditions and Regulations

28. All potential breaches of the Exam Conditions and Regulations are reported to CILEX.
29. CILEX investigates potential breaches of the Exam Conditions and Regulations in accordance with the CILEX Malpractice and Maladministration Policy – CILEX Professional Qualification and CILEX Malpractice and Maladministration Procedure – CILEX Professional Qualification.
30. CILEX will take action in accordance with the CILEX Sanctions Policy – CILEX Professional Qualification, to minimise risks to the integrity of the CPQ and maintain confidence in the qualification.
31. Non-compliance with the Exam Conditions and Regulations may also be a breach of the CILEX Code of Conduct which may be investigated.
32. Examples of Exam Violations are set out in Appendix 1

No shows

33. If you fail to book your remotely invigilated exam slot a minimum of 5 working days in advance of the scheduled exam day you will be considered a no-show and will be required to pay to sit the exam at a future session.
34. If you do not turn up for your exam you will be considered a no-show and will be required to pay to sit your exam at a future session.

35. If you do not connect to your exam within 30 minutes of the scheduled start time, your exam will expire, and you will not be able to take the exam. In such circumstances you will be recorded as a no-show and will be required to pay to sit your exam at a future session.
36. CILEX will consider requests to sit an exam at a future session for no extra charge if you are affected by adverse circumstances beyond your control at the time of the exam, in accordance with the requirements set out in the Special Consideration Policy – CILEX Professional Qualification and Special Consideration Procedure – CILEX Professional Qualification.

Summary of changes between V3.0 and previous version
Exam Conditions and Regulations and Appendix 1 Exam Violations – ▪ It is a breach of the regulations to copy exam questions to share with others ▪ It is an exam violation to have scrap paper in the following Foundation Stage exams: F1 Legal Systems, F2 Law of Tort, F3 Contract Law or F4 Introduction to Property and Private Client
▪ Permitted materials and devices - revised to confirm that scrap paper, pens and highlighters are only permitted in Foundation Stage Professional and Legal Skills: Succeeding in the Legal Environment and Professional and Legal Skills: Legal Research and Advanced Stage exams.

Exam violations

The following list sets out examples of exam violations. This list is not exhaustive and any other actions/behaviours which may compromise the integrity of an exam will be investigated:

- (i) Failing to show valid ID (as identified above);
- (ii) Failing to comply fully with the invigilator's instructions;
- (iii) Having any books e.g. legal textbooks, study books, revision notes, work papers or similar materials or dictionaries in the exam room or attempting to use or using such materials in the exam;
- (iv) Having an unauthorised device in the exam room (e.g. including but not limited to a second laptop/PC, mobile phone, smart watch, portable media player, e-reader, PDA, or similar device).
- (v) Having scrap paper in the following Foundation Stage exams: F1 Legal Systems, F2 Law of Tort, F3 Contract Law or F4 Introduction to Property and Private Client.
- (vi) Having insufficient lighting in the exam room resulting in you not being sufficiently visible;
- (vii) Having a calculator in the exam. There is a calculator function in the online system which will be available for any exams which require calculation;
- (viii) Accessing or attempting to access other applications for example Word, Excel, windows explorer, files, websites, emails or similar. The exception is A5 Professional and Legal Skills: Legal Research - trainees are permitted to access the internet for the research task in accordance with the exam instructions;
- (ix) Communicating with or attempting to communicate with anyone during the exam. You are only permitted to communicate with the remote invigilator or the TestReach Support team;
- (x) Having another person present in the exam room at any point during an exam;
- (xi) Attempting to copy or copying the work of another individual during an exam;
- (xii) Writing down exam questions to share with others;
- (xiii) Taking photographs/screenshots/videos of your screen displaying exam questions/content.
- (xiv) Leaving your workstation for more than 5 minutes. You are permitted to leave your workstation to go to the toilet but must be away from your workstation for no more than 5 minutes;
- (xv) Bringing anything into the exam room when returning to the room after a toilet break;
- (xvi) Arranging to be impersonated by another individual in an exam;
- (xvii) Accessing confidential exam materials prior to an exam;
- (xviii) Smoking or vaping in the exam room;
- (xix) Using earplugs, headphones, or headsets during the exam;
- (xx) Using multiple screens. You are permitted to use one screen only;
- (xxi) Wearing a smartwatch during the exam;
- (xxii) Wearing sunglasses during the exam;
- (xxiii) Wearing a hat or head covering (except when worn for religious reasons), your full facial features must be clearly visible;
- (xxiv) Behaving suspiciously for example, continuously looking around the room or in a particular direction i.e. up/down/left/right, at wrists, or hands;
- (xxv) Opening drawers, cupboards, or other furniture during the exam;
- (xxvi) Inappropriate behaviour, for example, rude, aggressive or threatening behaviour;
- (xxvii) Altering or interfering with CILEX assessment documentation, for example, results notifications or certificates.