

GUIDANCE & PROCEDURE FOR OVERSEAS CANDIDATES – SITTING AT EXTERNAL EXAMINATION CENTRES

Students who wish to sit their CILEx examinations overseas are required to locate suitable examination accommodation to hold and administer their CILEx examinations. These students will usually be or have studied with CILEx Law School (CLS), Cardiff College Online, Guildford College, The Law Academy or Heart of Worcestershire College. It is the student's own responsibility to make the arrangement which must be approved by the CILEx Awards Team. To avoid delays in processing examination applications, arrangements should be made by the student and confirmed by the hosting organisation **before** a student registers for examinations.

CILEx examinations are currently only provided overseas by CILEx approved learning centres in Bermuda and Gibraltar. All candidates at all levels of qualification and subjects must undertake an approved course of study delivered by a CILEx accredited learning centre before entering for examinations. There are approximately 80 CILEx UK approved centres across England and Wales where the full range of CILEx qualifications are delivered. Most overseas students will study via distance learning, by purchasing course material, and undertaking assignments with CILEx Law School (CLS), Cardiff College Online, Guildford College, The Law Academy or Heart of Worcestershire College. **NB:** Students must be enrolled with a CILEx approved learning centre. Study by the use course manuals alone is not accepted by CILEx as an approved course of study and entry to examinations will not be permitted.

CILEx reserves the right to refuse overseas examination registration applications where students have not arranged/ confirmed their external examination centre by the closing date for the examination session i.e **31 October 2014** in respect of the January 2015 examination session and **16 April 2015** in respect of the June 2015 examination session.



Students who have difficulty in making arrangements to take examinations in their own country, should contact the CILEx Awards Team in good time **before** the examination session opens and **before** registering for examinations - by the published examination registration deadline(s).

When a student has obtained the agreement from an external examination centre to host their CILEx examinations, they must forward full details to the Awards Team at CILEx **and by no later 31 October 2014** in respect of the January 2015 examination session and **16 April 2015** in respect of the June 2015 examination session. • CILEx has a limited late registration period, where candidates are able to enter for their examinations after the session intake closing date. These applications will be accepted with an additional late fee of £60.00 with the examination fee. The £60.00 late entry fee is per application not per subject unit entered.

If an overseas student wishes to sit their examinations in England and Wales, it is essential that they contact the CILEx Awards Team to discuss the process to apply and register for examinations. No changes to examination centres will be accepted after the published examination registration closing date.

- ❖ No requests for changes to examination applications will be authorised if received after 12 noon on **31 October 2014** for the January 2015 examination session or **16 April 2015** for the June 2015 examination session. Each amendment is subject to £15 administration charge per change. Refunds and credits are not available in these instances.

Students are advised that they should only register for examinations when the CILEx approved course of study has been completed in full and they are confident, ready and able to sit the examination. If an approved course of study has been completed and the student is ready to sit examination(s) in the next available examination session, they must register for examinations online to make a quick, easy, instant application with payment by credit or debit card by way of the myCILEx section of www.cilex.org.uk Further information of registering can be located in the Examination Registration Process section of this guidance.

NB Students must not enter or make payment for early/future Professional Skills Assessments or examinations.

Locating a Suitable External Examination Centre

- Overseas students should contact the following organisations for agreement and permission to sit CILEx examinations;
- Local college or university in their area
- Local school in their area
- The British Council (where applicable) <http://www.britishcouncil.org/contact>
- **NB** Where examination centres are not able to comply with CILEx requirements, alternative premises **must** be located which are able to comply with all CILEx requirements to host examinations.

HM Forces Overseas and HM Ships

- If you are serving or live with your life partner/spouse on base and want to take examinations where you are based, you should contact the CILEx Awards Team in good time before the exam session **opens** and **before** registering for examinations - by the published closing registration deadline of **31 October 2014 in** respect of the January 2015 examination session and **16 April 2015** in respect of the June 2015 examination session.

Before the organisation agrees to hold CILEx examinations the student must confirm that the organisation is able to meet the following CILEx requirements;

- Availability of the scheduled examination dates and set times (noting any national public holiday dates)
- Confirmation that the organisation is able to provide experienced, reliable and strictly impartial invigilator(s) on the required examination date(s) and set examination time(s)

- Have secure fireproof, lockable cupboards or room for storage of examination materials
- Provide suitable room for examinations
- Agree to comply with CILEx Instructions to Examination Centres and Invigilators 2015.

Hosting External Examination Centre Agreement & Fees

- When you have obtained agreement from a suitable examination centre to host your CILEx examinations, full information of the hosting examination centre **must be submitted to the CILEx Awards Team by 31 October 2014 for the January 2015 examination session and 16 April 2015 for the June 2015 examination session.** Written confirmation of the hosting external examination centre's agreement to accommodate and invigilate the examinations must be obtained and confirmed to CILEx by completing the **CILEx Locating and Confirming Overseas External Examination Centre** document – available upon request from the Awards Team awards@cilex.org.uk
- The following information is required;
 - Name of organisation (e.g College or University)
 - Full postal address (PO Box addresses are **not** accepted)
 - Contact Name & job title
 - Contact's telephone/fax number/Email address

CILEx requires this information to notify the agreed hosting external examination centre of the examination details of the student who will be attending for their CILEx examination(s). The examination centre will be informed of:

- Full name of the CILEx student
- Examination qualification level and subject(s)
- Examination timetable and candidate identity documents required

- CILEx Instructions to Examination Centres and Invigilators 2015
- Examination material delivery address document
- Confirmation to the hosting external examination centre that it is the students own responsibility to provide the examination centre's fees as required (within the agreed timescale as set by the hosting external examination centre)
- Confirmation to the hosting external examination centre that it is the centre's responsibility to provide full details of the location and address of the examination room to the CILEx candidate and must maintain contact and keep both the CILEx candidate and CILEx informed of any change of details that the hosting external examination centre may make.

The hosting external examination centre will be required to confirm that they can and will comply with the requirements of the CILEx Instructions to Examination Centres and Invigilators 2015.

Please forward the above details to CILEx Awards Team by completing the CILEx **Locating and Confirming Overseas External Examination Centre document** – available upon request from the Awards Team awards@cilex.org.uk

CILEx will confirm its decision to approve or refuse an application by an overseas student to sit at an overseas external examination centre within 5 days of receipt of all the required information.

If a student does not agree with CILEx's decision to refuse the application there is a right of appeal to the Head of Qualifications which is final.

- The hosting external examination centre will charge students a fee to cover the costs of the examination room, administration, invigilation and the return costs of the examination script(s) and material to CILEx by (preferably) courier or registered track able secure post.

This local fee should be paid direct to the hosting external examination centre where the student will sit their examinations and is in addition to the examination registration fee as paid to CILEx. CILEx will not be held responsible for any of the local cover fees as required by the hosting external examination centre. If a student does not attend the examinations on the day it is likely the centre will still require their cover fee **and it may not be refundable**

- During the examination session, all students will be examined by the same written paper examination, on the same date and at the same (local) time in their country, in accordance to the published CILEx examination timetable.

It is important that the hosting external examination centre can easily contact students. Therefore, students must ensure that the hosting external examination centre (and CILEx Awards Team) have their up-to-date contact information, especially if there is a change to their address, email or telephone contact details.

The Examination Timetable

- CILEx examination sessions are held in January and June each year. The examination timetable must be kept in mind when making plans such as booking holidays, noting any public, national holidays or work commitments. It is very important that students register for examinations and or submission of provisional pass marked Professional Skills assessments while the examination registration period is open. If students do not complete the registration process and pay the examination fees by the end of the registration period, they will not be able to register to sit examinations until the next examination session opens.

To ensure that students do not miss the opportunity to sit examinations, **it is their own responsibility** to make sure that they are aware of the examination session registration opening and closing dates and be able to take the examinations on the designated published examination timetable date(s) and time(s).



It is also the student's own responsibility to register for examinations and or submission of provisional pass marked Professional Skills assessments by the registration closing date and **not** rely on third parties to do this for them.

Examinations will be held on the published dates and times within the CILEX timetable. Examinations will be held at 9:30am and 14:00hrs (at the local time in the students' country) not UK time) - in accordance with the published timetable.

Examination timetables and Key Dates and Deadlines can be located from the Study/Information for Students pages of www.cilex.org.uk

Examination Registration Process.

- Registration and payment to the CILEX online examination registration service is made via the myCILEX section of www.cilex.org.uk Payment can be made by credit or debit card only. Invoices will **not** be raised. Please note it is essential that a CILEX approved course of study has been completed **before** registering for any examination(s) or submission of Professional Skills assessments. A student must also be registered members of CILEX, with membership subscription fees paid up to date and have no arrears on their CILEX account.
- Students who wish to sit a Level 6 Single Subject Diploma or submit provisional pass marked Level 6 Professional Skills assessments are **not** required to be enrolled as members of CILEX but are required to pay a non-member registration fee in addition to the examination registration fee.
- New CILEX students and Non Members taking Level 6 Single Subject Diploma's or submission of provisional pass marked Level 6 Professional Skills assessments, must open an account in the myCILEX section of www.cilex.org.uk to be able to access and proceed to the online examination registration service. This is a separate procedure to enrolling with CILEX as a student member or registering at an approved study centre for courses.

- Non-members registering for Level 6 Single Subject Diploma's only can register for a myCILEx account using the registration service located as shown below. Non-member account applications may take **two** working days for CILEx to process, sufficient time must be allowed for an account to be established and to be able to proceed to the online examination registration service.

http://www.cilex.org.uk/study/exams/exam_registration/oer_nonmember_registration.aspx

Sitting Your Examination

- Once a student has registered and made payment for their examinations and/ or submission of provisional pass marked Professional Skills assessments and they change their mind or decide they are not ready to sit their examinations or submit their Professional Skills assessments, CILEx will **not** refund or credit the registration examination fees as paid to CILEx. If a student knows in advance that they will not be able to sit their examinations, they should contact the CILEx Awards Team and the hosting external examination centre as soon as possible.

CILEx reminds students who wish to sit examinations overseas, that it is their own responsibility to make appropriate arrangements as outlined in this guidance. Please ensure that sufficient time is allowed to make the external examination centre arrangements **before** registering for examinations with CILEx.



It is essential that the CILEx student maintains contact with CILEx and the hosting external examination centre. CILEx appreciates the time zone difference between international countries and the United Kingdom. CILEx respectfully requests for prompt attention and good timely response to all communication & requests provided by both CILEx and the hosting external examination centre.

Please contact the CILEx Awards Team should you need further guidance, awards@cilex.org.uk or telephone + 44 (0)1234 845727