



Regulations for Remote Interviews – Level 3 Paralegal Apprenticeship End-Point Assessment

Introduction

1. The Regulations are in place to protect the integrity of CILEX qualifications, and to ensure the fair treatment of all apprentices.

Scope

2. All apprentices taking the Interview component of the CILEX Level 3 Paralegal Apprenticeship End-Point Assessment (EPA) must comply with these Regulations.

Interview arrangements

3. The Interview will take place with the CILEX Assessor via a video call.
4. The meeting link will be emailed to you approximately two weeks prior to the date of the Interview.
5. You may sit your Interview at home or at another suitable location, for example, your workplace.
6. The date and time of the Interview is set out in your Gateway Confirmation email.
7. Five minutes before the start time of the Interview, you must click on the meeting link provided by CILEX to log on. The CILEX Assessor will admit you to the Interview accordingly.

Equipment and system requirements

8. You must have a device to access the internet (laptop, PC, mobile device) with a microphone and webcam/camera. The CILEX Assessor must be able to see and hear you for the duration of the Interview.
9. It is advisable to have a power socket to plug in the device being used for the Interview (e.g. laptop) to ensure that it does not run out of battery.
10. An internet connection is required to access the Interview. It is important there is a good Wi-Fi connection in the room. Alternatively, you may use an ethernet cable to connect your device directly to the router.

ID check requirements

11. You are required to show proof of identity. 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
 - ✓ Current Student ID Card

12. If you do not have valid ID (as identified above) you must contact CILEX a minimum of 10 working days before your Interview in order that alternative assessment validation arrangements can be put in place.
13. Apprentices, who do not present ID meeting the CILEX identity check requirements, will not be able to progress with their Interview. CILEX will not refund the fees for apprentices who do not meet the CILEX identity check requirements.

Interview Conditions and Regulations

14. You must behave professionally and honestly at all times during the Interview and ensure that your conduct does not compromise the integrity of the EPA.
15. Apprentices who access the Interview more than 15 minutes late will not be permitted to progress with the Interview. If an apprentice is late for a valid reason, the apprentice may contact CILEX to arrange for the Interview to be re-scheduled.
16. Apprentices who are more than 15 minutes late and do not have a valid reason will be recorded as absent (DNS) for the Interview.
17. You must take the Interview in a private, well-lit room with a workstation (desk/table) cleared of all personal items other than any materials you are permitted to access during the Interview and the device you will be using (e.g. laptop/PC). You should not take the Interview with the device balanced on your knee or sitting on a sofa or bed.
18. If you are using a room at your place of work, you must ensure that you have your employer's permission.
19. You may bring a hard copy of your portfolio and any other relevant work products to the Interview. No other personal belongings should be accessible during the Interview.
20. You must not block your webcam and are required to remain in full view of your webcam for the duration of the Interview. It is a requirement that you are clearly visible to the CILEX Assessor throughout the Interview.
21. You must follow the CILEX Assessor's instructions throughout the Interview.
22. You must not be interrupted for the duration of the Interview and must not communicate with anyone other than the CILEX Assessor during the Interview.
23. You must ensure there are no onscreen disruptions during your Interview. Set any background notifications e.g. Microsoft Teams, to do not disturb.
24. You are not permitted to have mobile phones or smart watches during the Interview.
25. If you need to leave the room briefly due to unforeseen circumstances, for example illness, you must alert the CILEX Assessor. The CILEX Assessor will decide whether the Interview can be resumed upon your return or whether the Interview will need to be re-scheduled.

- 26. You are not permitted to smoke or vape during the Interview.
- 27. You will be monitored and recorded during the Interview.

Non-Compliance with Interview Conditions and Regulations

- 28. CILEX investigates any potential breaches of the Interview Conditions and Regulations in accordance with the CILEX Malpractice and Maladministration Policy – Level 3 Paralegal Apprenticeship End-Point Assessment and the CILEX Malpractice and Maladministration Procedure – Level 3 Paralegal Apprenticeship End-Point Assessment.
- 29. CILEX will take action in accordance with the CILEX Sanctions Policy – Level 3 Paralegal Apprenticeship End-Point Assessment to minimise risks to the integrity of an EPA and maintain confidence in EPAs.
- 30. Non-compliance with the Interview Conditions and Regulations may also be a breach of the CILEX Code of Conduct which may be investigated.
- 31. Examples of violations are set out in Appendix 1.

Summary of changes between V1.4 and previous version
References to Zoom deleted

Exam violations

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

- (i) Failing to show valid ID (as identified above).
- (ii) Being in possession of an unauthorised device to access the internet or receive communications in the room (e.g. including but not limited to a second mobile device, smart watch, portable media player, e-reader, PDA, or similar device) during the Interview.
- (iii) Unauthorised access of the internet during an Interview.
- (iv) Communicating with or attempting to communicate with anyone other than the CILEX Assessor during the Interview.
- (v) Arranging to be impersonated by another individual in an Interview.
- (vi) Refusing to follow the CILEX Assessor's instructions.
- (vii) Misleading a CILEX Assessor in relation to their competence.
- (viii) Having another person present in the room at any point during an Interview.
- (ix) Smoking or vaping during an Interview.
- (x) Altering or interfering with CILEX assessment documentation, for example, results notifications.