



Security of Examination Scripts Policy

*CILEX Professional Qualification
(CPQ)*

Purpose

1. The purpose of this policy is to set out the key principles CILEX will follow in the unlikely event of missing script(s). The policy balances CILEX's responsibility to protect the integrity of the CILEX Professional Qualification (CPQ) alongside its responsibility to ensure the fair and equal treatment of trainees.
2. This policy should be read in conjunction with the CILEX Security of Examination Scripts Procedure – CILEX Professional Qualification.

Scope

3. This policy applies to CILEX trainees, training providers, training provider staff and associated contractors, CILEX staff and assessors and other CILEX contractors involved in the assessment and/or delivery of the CPQ.

Definitions

4. The term 'missing script' in the context of this policy means a response to a CILEX examination which is lost or not accessible, for example, a trainee's response to an examination question is not accessible on the e-assessment platform. A script is classed as missing only where all attempts to locate it have failed.

Investigating and searching for a missing script

5. When a script has been identified as missing, every effort will be made to locate it. The Head of Awarding Body will appoint an Investigating Officer who will take responsibility for completing the investigation. The Investigating Officer will produce a report for the Head of Awarding Body.

Responsibility for decision

6. Where the investigation and search does not locate the script, the decision regarding the result to be awarded to the trainee affected rests with the Head of the Awarding Body.

The decision

7. There are two decisions the Head of Awarding Body can reach:
 - award a discretionary pass
 - not award a discretionary pass.

8. The Head of Awarding Body will balance the responsibility to protect the integrity of the CPQ with the responsibility to ensure that all trainees are treated fairly and equitably.
9. The Head of Awarding Body's decision must be supported by evidence.
10. The rationale for each decision is recorded.

Notification to trainee

11. The trainee affected will be sent a letter, along with their assessment result, explaining the events that occurred, and the decision reached.

Missing script appeals

12. Information about appealing the outcome of a missing script application is set out in the CILEX Appeals Policy – CILEX Professional Qualification and the associated CILEX Appeals Procedure.

Policy review arrangements

13. This policy is subject to a three-year review cycle. However, the policy may be reviewed more frequently to address regulatory changes, operational feedback or concerns brought to the attention of CILEX to ensure the policy remains fit for purpose.
14. This policy is also reviewed as part of CILEX ongoing quality improvement monitoring.