



Security of Examination Scripts Procedure

*CILEX Professional Qualification
(CPQ)*

Introduction

1. This procedure describes the way in which CILEX implements its CILEX Security of Examination Scripts Policy for the CILEX Professional Qualification (CPQ). This procedure should be read in conjunction with the CILEX Security of Examination Scripts Policy – CILEX Professional Qualification.

Scope

2. This procedure 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.

Investigating and searching for a missing script

3. Where a script has been identified as likely to be missing, every effort is made to locate the script.
4. An Investigating Officer is appointed, and they take responsibility for completing the investigation.
5. The Investigating Officer will work with members of the Awarding Body team and the examination platform supplier to locate the missing script.
6. When the investigation has concluded, the Investigating Officer will produce a report for the Head of Awarding Body. The Investigating Officer is required to collate as much evidence of the trainee's previous performance as is available to enable the Head of Awarding Body to make a decision. The evidence may include:
 - CILEX examination history – a breakdown of the results the trainee has received for all assessments taken with CILEX.
 - Information from the trainee's training provider – details from the training provider of the work undertaken by the trainee at the training provider towards the examination. This should include any details of assessments taken, any coursework marks/grades, any actual coursework and/or assessment scripts relating directly to the examination in question.
 - Any coursework and/or assessed work submitted to CILEX Qualifications for scrutiny as a part of the process must be supported with reports from relevant tutors confirming the work is the trainee's own work.
 - Any other relevant material which provides an insight into the trainee's likely performance.
 - Evidence from the trainee's workplace – details from the workplace of work undertaken by the trainee relating directly to the examination in question will **not** be considered.
 - The original mark awarded, if the trainee has requested an appeal and the script has gone missing after the original marking.

The above list is not intended to be exhaustive and any other relevant line of evidence which may help the Head of Awarding Body reach a decision is presented for consideration. In situations such

as these, the more CILEX can establish the likely performance of the trainee in the examination, the greater the likelihood that it can safely offer the trainee a discretionary pass in this process.

7. The investigation report must also address the scope of the investigation process, actions undertaken to locate the script and evidence to confirm whether the script can or cannot be located.

The decision

8. The decision regarding the result to be awarded to the trainee rests with the Head of Awarding Body. The Head of Awarding Body may also consult with the relevant Chief Examiner.
9. The Head of Awarding Body can reach two decisions:
 - award a discretionary pass
 - not award a discretionary pass and permit a free re-sit at the next examination session. CILEX may also consider an allowance for additional study days, to be determined on a case-by-case basis and entirely at its discretion.
10. To award a discretionary pass, it must be decided that based on the evidence supplied, it was more likely than not that the trainee would have achieved a pass.
11. A pass is not awarded if there is insufficient evidence to support the awarding of a discretionary pass.
12. Evidence may be considered insufficient where, for example, trainee performance in CILEX examinations has been weak or evidence of assessment undertaken with the training provider shows fail grade performance.
13. The rationale for each decision reached is recorded.
14. If a discretionary pass is awarded, the trainee's mark is recorded as the pass mark.

Notification to trainee

15. The trainee affected is sent a letter, along with their assessment result, explaining the events that occurred, and the decision reached.
16. If the trainee has been awarded a discretionary pass, they are permitted a free re-sit, if they wish to attempt to gain a higher grade.
17. If a pass is not awarded, the rationale for the decision is confirmed in writing along with the trainee's entitlement to a free re-sit. The letter is sent with the trainee's assessment result. A mark of '0' is recorded on the trainee's assessment record along with a note that the result is due to a missing script.

Appeals

18. Information about the appeals procedure is set out in the CILEX Appeals Policy – CILEX Professional Qualification and the associated CILEX Appeals Procedure.

Retention of materials

19. CILEX retains missing script investigation reports and supporting evidence for seven years.

Review arrangements

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