



Access Arrangements Procedure

CILEX End-Point Assessment

Introduction

1. This procedure describes the way in which CILEX implements its CILEX Access Arrangements Policy for the CILEX End-Point Assessment. This procedure should be read in conjunction with the CILEX Access Arrangements Policy – CILEX End-Point Assessment.

Scope

2. This procedure applies to apprentices undertaking CILEX End-Point Assessments (EPAs), their employers and training providers, CILEX staff and contractors involved in the delivery of EPA services.

Applying for access arrangements

3. CILEX will accept applications from the apprentice, the apprentice's employer or the apprentice's training provider. Employers/training providers making an application on behalf of an apprentice must have the apprentice's explicit written permission. CILEX reserves the right to request to see a copy of the apprentice's written consent.
4. Applicants should download and complete the CILEX End-Point Assessment Access Arrangements Form available on the CILEX website and submit it as instructed on the form.
5. The form must be accompanied by appropriate supporting evidence.
6. Examples of access arrangements are set out in Appendix 1. Other access arrangements will be considered subject to the requirements set out in this procedure and the associated policy.

Supporting evidence requirements

7. Applicants are responsible for submitting supporting documentation with the access arrangements application form.
8. Supporting evidence must be sufficient, valid and reliable, from an appropriately qualified professional. Apprentices need to explain to the professional person providing the evidence the type of assessment they are about to take so that their needs can be assessed to determine the access arrangements required.
9. Appropriate supporting evidence may include:
 - Evidence from a medical, psychological or clinical professional
 - Evidence from qualified staff engaged by the apprentice's Training Provider
10. The evidence must state the name, title and professional credentials of the person who carried out the assessment of the apprentice and produced the evidence. The evidence must set out the temporary illness, injury or indisposition affecting the apprentice and recommend the access arrangements required. The recommended access arrangements must be clearly set out, for example, if extra time is recommended, the percentage of extra time required must be stated.

11. The evidence must be current. Access arrangements are for temporary illness, injury or indisposition and the report must be accurate and have been produced within the last 3 months.

Decisions on access arrangements

12. Applications for access arrangements with appropriate supporting evidence are considered by CILEX in accordance with the CILEX Access Arrangements Policy – CILEX End-Point Assessment. The supporting evidence is used to assess the application.
13. CILEX reserves the right to suggest alternative access arrangements in circumstances where the access arrangements requested are impractical, may compromise the integrity or security of the assessment, may compromise health and safety, involve unreasonable costs or similar.
14. CILEX may not be able to approve an access arrangement if there is insufficient time to put in place the necessary arrangements, for example, arrange a scribe. In such cases, it is recommended that the apprentice postpone the assessment to the next assessment window.
15. Access arrangements are one-off arrangements for a specific assessment.
16. Where appropriate, CILEX will liaise with the apprentice, their training provider and/or employer in order to put in place the approved access arrangements, for example, in relation to arrangements for a scribe.

Requirements for scribes

17. Applications for scribes, will be considered by CILEX subject to the following conditions:
 - On no account may a relative, friend or peer of the apprentice be used as a scribe.
 - Apprentices will normally be required to sit assessments at their training provider, workplace or similar venue if the use of a scribe is approved.
18. CILEX will issue guidelines to scribes to ensure that the assessment is delivered in accordance with CILEX requirements, and the integrity of the assessment is maintained.
19. An apprentice should, wherever possible, have adequate practice in the use of a scribe.

Timelines

20. Apprentices, who require access arrangements should apply as soon as possible after they experience the temporary illness, injury, or indisposition which will adversely impact their assessment performance.
21. Access arrangements for scheduled assessments must be requested at least two weeks before the scheduled assessment. CILEX will seek to support the apprentice in putting in place the necessary arrangements, however, CILEX may be unable to put in place arrangements if there is insufficient time before the assessment takes place.
22. Requests for scribes must be submitted a minimum of 3 weeks before the scheduled date for the assessment.

23. CILEX will process applications for access arrangements and notify apprentices of the outcome within 5 working days. CILEX reserves the right to extend this period if further evidence is required.

Retention of materials

24. CILEX retains access arrangements applications and supporting evidence for 12 months.

Review arrangements

25. 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.
26. This procedure and the associated policy are also reviewed as part of CILEX ongoing quality improvement monitoring.

Types of Access Arrangements

Examples of access arrangements which may be considered are set out below. CILEX will only approve access arrangements for which there is supporting evidence in accordance with CILEX requirements. CILEX must be satisfied that the access arrangements approved do not modify or invalidate the assessment requirements or reduce the integrity of the assessment.

Extra time

Subject to the supporting evidence, apprentices may be allowed extra time during an assessment.

The amount of additional time granted will be based on the supporting evidence. Normally, an additional allowance of up to 25% of the total assessment time will be considered.

Supervised rest breaks

Subject to the supporting evidence, an apprentice may be allowed supervised rest breaks during a Timed Assessment. Supervised rest breaks must be taken in the room in which the exam is being taken and the apprentice must be visible to remote invigilator, unless a toilet break is taken. CILEX will agree a set amount of time to be added to the assessment duration to allow for rest breaks.

Scribe

Subject to the supporting evidence, CILEX may agree the use of a scribe. A scribe is a responsible adult who types an apprentice's dictated answers for an assessment.