

Level 3 Legal Secretaries

Fees – Academic Year 2022 – 2023

[1 September 2022 – 31 August 2023]

CILEX reviews its fees annually.

Qualification	Standard Qualification Fee
Level 3 Certificate for Legal Secretaries <ul style="list-style-type: none">Registration (valid for 36 months) – £81.00External Assessment (Unit 323 Proofreading in the Legal Environment) – £12.40	£93.40
Level 3 Diploma for Legal Secretaries – Legal Secretaries Route <ul style="list-style-type: none">Registration (valid for 36 months) – £112.00External Assessment (Unit 323 Proofreading in the Legal Environment) – £12.40	£124.40*
Level 3 Diploma for Legal Secretaries – Legal Studies Route <ul style="list-style-type: none">Registration (valid for 36 months) – £112.00External Assessment (Unit 323 Proofreading in the Legal Environment) – £12.40Online Assessment (Unit 201 The Legal Environment) – £12.40	£136.80
Level 3 Award for Legal Secretaries – Legal Presentation Processing <ul style="list-style-type: none">Registration (valid for 36 months)	£30.90
Level 3 Award for Legal Secretaries – Legal Information Processing <ul style="list-style-type: none">Registration (valid for 36 months)	£30.90

* For learners studying the Level 3 Diploma for Legal Secretaries – Legal Secretaries Route and chose Unit 327 Legal Terminology, an additional external assessment fee of £12.40 is payable.

Associated Learner Fees

To assist learners and training providers, CILEX has set out the associated learner fees payable for each qualification. The associated learner fees encompass all fees for optional services related to the delivery and award of a qualification.

Optional Services	Fees
Clerical Check	£15.00*
Review of Marking ¹	£50.00*
Quality Assurance Review ²	£50.00*
Stage 1 Appeal	£30.00
Stage 2 Appeal	£40.00
Appeal Against a Learner Malpractice Decision	£50.00

¹ A review of marking is available for external examinations marked by CILEX. A review of marking is not available for multiple choice tests or internal assessments.

² Quality assurance reviews are available for internal assessments i.e. assessments which are marked by the training provider and quality assured by CILEX.

* The clerical check fee, review of marking fee, quality assurance review fee is refunded if the check/review/review identifies an error in grade awarded. For example, if as a result of a clerical check the learner's result is revised from a FAIL to a PASS.