



Professional Skills Assessment Regulations

CILEX Regulated Qualifications

V1.2 FINAL

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Introduction

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

Scope

2. All learners taking the Professional Skills assessments for the following CILEX qualifications must comply with the Professional Skills Assessment Regulations:
 - CILEX Level 3 Certificate in Law and Practice
 - CILEX Level 3 Diploma in Law and Practice
 - CILEX Level 6 Diploma in Law and Practice
 - CILEX Level 6 Certificate in Law (Single Subject Certificate)
 - CILEX Level 6 Diploma in Legal Practice (Graduate FastTrack Diploma)

Assessment Conditions and Regulations

3. Your training provider will provide you with the materials you required to complete your assessments and the timelines for submission of work for marking and internal quality assurance by your training provider.
4. You must behave professionally and honestly when producing work toward the Professional Skills assessments and must ensure that your conduct in producing work does not undermine the integrity of CILEx qualifications.
5. You should raise any queries regarding the tasks, assessment materials or similar with your training provider.
6. You must work alone and produce your own individual and original work for each Professional Skills task.
7. You must not share the Professional Skills assessment materials you receive from your training providers with others.
8. You must not share your work including drafts and final versions for tasks, except with your tutor/assessor or other members of staff at your training provider responsible for teaching, administering or quality assuring the Professional Skills assessments.
9. You must complete the Professional Skills tasks electronically and ensure your name is on each page of your work.
10. You can re-do work which your training provider has judged does not meet the pass standard. You should follow your training provider's instructions accordingly.
11. Your training provider is required to submit your completed assessments, which meet the pass standard, to CILEX to be quality assured. You must be registered to have your Professional Skills assessment/s submitted at a particular submission window. You must consult your training provider to ensure that you register for the right submission window.

12. The submission windows for training providers to submit Professional Skills assessments are in January and June. Training providers are permitted to submit Professional Skills assessments during the submission windows only.
13. CILEX will not accept Professional Skills assessments for learners who are not registered to have their Professional Skills assessment/s submitted to CILEX for the submission window.
14. You should keep a copy of your Professional Skills assessment/s because CILEX will not return assessments which are submitted to CILEX.

Non-Compliance with Assessment Conditions and Regulations

15. Potential breaches of the Assessment Conditions and Regulations are reported to CILEX.
16. CILEX investigates any potential breaches of the Assessment Conditions and Regulations in accordance with the CILEX Malpractice and Maladministration Policy – CILEX Regulated Qualifications and CILEX Malpractice and Maladministration Procedure – CILEX Regulated Qualifications.
17. CILEX will take action in accordance with the CILEX Sanctions Policy – CILEX Regulated Qualifications, to minimise risks to the integrity of CILEX qualifications and maintain confidence in the qualifications.
18. Non-compliance with the Assessment Conditions and Regulations may also be a breach of the CILEX Code of Conduct which may be investigated.
19. Examples of Assessment Violations are set out in Appendix 1.

Assessment 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 an assessment will be investigated.

- (i) Failing to produce individual and original work for each of the Professional Skills assessment tasks;
- (ii) Failing to keep a learner's own work for assessments for the Professional Skills units secure;
- (iii) Sharing with other learners the preliminary notes, drafts or final versions of their Professional Skills assessments. (This includes but is not limited to providing a fellow learner with a copy of preliminary notes, drafts or final versions of assessment/s on a memory stick, via email or in hard copy, or similar actions which could compromise the security of a learner's work.)
- (iv) Working together with another learner/s when producing preliminary notes, drafts and final versions of assessment/s for the Professional Skills units.
- (v) Copying the preliminary notes, drafts or final versions of assessment/s of another learner in producing responses to Professional Skills assessments;
- (vi) Failing to ensure that sources of information are clearly identified and referenced. Plagiarism, which is defined as 'passing off someone else's work as your own either intentionally or unintentionally', is a serious offence;
- (vii) Altering or interfering with CILEx assessment documentation, for example, result notifications or certificates;
- (viii) Attempting to record or recording the CILEx Professional Skills DVD or audio CD and/or distributing an unauthorised recording to others.