

Appendix 6 - Overall Results and Certification Guidance

Learners must be registered at the beginning of their course. Centres should email the completed qualification registration form to legalsecretaries@cilex.org.uk.

Assignments successfully achieved should be claimed by completing the unit claim form and emailing it to legalsecretaries@cilex.org.uk; component numbers must be entered followed by P (Pass); M (Merit); D (Distinction).

For the Level 2 qualifications for Legal Secretaries, once learners have achieved all necessary assessments, full qualification certificates can be claimed. The learner **must** pass the assessment for The Legal Environment and for Proofreading in the Legal Environment (if undertaken). The **overall grade** for the qualification should be calculated using the conversion chart below.

Full certificates are only issued to learners who have met the full requirements of the qualification(s). Certificates will be issued within 30 working days of making a qualification claim or 30 working days from the point of a successful External Quality Assurance Review (EQA).

Combination rules for grading full qualifications

Each assignment result is awarded points. A minimum of a **Pass** must be obtained in each assignment.

- Pass = 1 point
- Merit = 2 points
- Distinction = 3 points

Add the points together and determine overall qualification grade using the conversion chart, as in the following example.

	Pass	Merit	Distinction
Assignment 1	1		
Assignment 2		2	
Assignment 3	1		
Assignment 4			3
Total	7		
Total points (7) divided by no. of assignments (4)	1.75		
Overall qualification grade (see conversion chart)	Merit		

Overall grade conversion chart:

Average	Grade
1 to 1.5	Pass
1.6 to 2.5	Merit
2.6 to 3	Distinction