

EPA Apprentice Assessment Regulations

LEVEL 3 PARALEGAL APPRENTICESHIP END-POINT ASSESSMENT

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PART 1: INTERVIEW

These Regulations apply to Apprentices taking the Paralegal End-Point Assessment (EPA) Interview.

Instructions to Apprentices

1. Apprentice Registration Procedures and ID Checks

- 1.1. The date and time of the Interview will have been issued to you by CILEx in advance of the Interview. You should follow the instructions issued by CILEx regarding arrangements for registration.
- 1.2. You should arrive for your interview at least 10 minutes before the scheduled start time of your Interview in order that the ID checks can be carried out prior to commencing.
- 1.3. You must present your ID, as set out in the Apprentice Identity Checks on page 7, as proof of your identity to the Invigilator. You will also be required to show your ID to the CILEx EPA Assessor at the start of the interview.

2. Preparing for and participating in the Interview

- 2.1. You **must** follow the Invigilator's instructions when you arrive at the Interview room.
- 2.2. You **may** refer to your portfolio and any other relevant work products during the Interview.
- 2.3. You **may not** access the internet (other than to conduct the Interview) or communicate with third parties during the Interview.

3. Interview Regulations

- 3.1. If you are more than 15 minutes late for the Interview, you **will not** be admitted to the Interview room. If you are late for a valid reason, your Interview will be re-scheduled.
- 3.2. **If you are more than 15 minutes late and you do not have a valid reason, you will be recorded as absent (DNS) for the Interview.**
- 3.3. If you need to leave the room briefly due to an unforeseen occurrence such as illness, you must alert the Invigilator. The CILEx EPA Assessor will decide whether the Interview can be resumed upon your return, or whether the Interview will need to be re-scheduled.
- 3.4. You **may** bring a hard copy of your portfolio and any other relevant work products to the Interview.
- 3.5. Personal belongings, such as coats and bags, must be left at the side/back of the Interview room, as instructed by the Invigilator.
- 3.6. Mobile phones, smart watches or any other form of electronic device must be turned off and

placed with your personal belongings at the side/back of the room, as instructed by the Invigilator.

3.7. You must behave professionally and honestly at all times. During the Interview you must ensure that your conduct does not undermine the integrity of the CILEx EPA. The following list acts as guidance as to actions which may be construed as undermining the integrity of the CILEx EPA:

- 3.7.1.** being in possession of an unauthorised device to access the internet or receive communications (eg. mobile phone, tablet computer, smart watch or similar device) during the Interview;
- 3.7.2.** unauthorised access of the internet during the Interview;
- 3.7.3.** communicating or attempting to communicate with person(s) other than the CILEx EPA Assessor and/or Invigilator during the Interview;
- 3.7.4.** refusal to hand over suspected unauthorised device when asked, or refusal to demonstrate that a device is not in your possession;
- 3.7.5.** arranging to be impersonated by another individual or impersonating an Apprentice;
- 3.7.6.** refusing to comply with the Invigilator's instructions;
- 3.7.7.** misleading a CILEx EPA Assessor in relation to your competence;
- 3.7.8.** altering or interfering with CILEx assessment documentation, for example, results notifications.

PART 2: TIMED ASSESSMENT

These Regulations apply to Apprentices taking the Paralegal End-Point Assessment (EPA) - Timed Assessment. You will be asked to confirm your agreement at the start of each Timed Assessment.

Instructions to Apprentices

1. Apprentice Registration Procedures and ID Checks

- 1.1. The date and time of each Timed Assessment will have been issued to you by CILEx in advance. The Key Code Slip will be provided to you by CILEx and it will show your personal details as well as details of the Timed Assessment you are taking, and your personal Key Code for the Timed Assessment. You **must keep your Key Code slip secure**. If this is lost or stolen, you must contact CILEx on 01234 845727 immediately.
- 1.2. You must ensure that you arrive at the Assessment room 15-20 minutes before the scheduled start time of your Timed Assessment.
- 1.3. You must present your ID, as set out in the Apprentice Identity Checks on page 7, as proof of your identity to the Invigilators when entering the Assessment room.

2. Completing the Timed Assessment

- 2.1. You must follow the Invigilator's Instructions to open your on-screen Timed Assessment. You will need to:
 - 2.1.1. Enter your unique 8-digit Key Code
 - 2.1.2. Confirm your personal details
 - 2.1.3. Enter a PIN. The Invigilator will provide you with the PIN code needed to unlock the Timed Assessment, once your details have been confirmed as correct.
- 2.2. At the start of the Timed Assessment you should read carefully the **Instructions to Apprentices**. The Timed Assessment timer will not start to count down until the **'Start Assessment'** button is selected.
- 2.3. Once the Timed Assessment has started, you should ensure that you:
 - 2.3.1. Read each question carefully before answering it;
 - 2.3.2. Complete the questions in accordance with the **Instructions to Apprentices**.

3. Timed Assessment Regulations

- 3.1. If you are more than 30 minutes late for the Timed Assessment, you **will not** be admitted to the Timed Assessment. If you are late for a valid reason, your Timed Assessment will be re-scheduled.
- 3.2. **If you are more than 30 minutes late and you do not have a valid reason, you will be recorded as absent (DNS) for the Timed Assessment.**
- 3.3. If you need to leave the room briefly (for example, for a toilet break), you must alert the Invigilator without disturbing other Apprentices in the room and await the Invigilator's instructions. You must leave quietly and show consideration for any other Apprentices who are taking the Timed Assessment. The Timed Assessment will not be paused.
- 3.4. You must bring your own pens, pencils, rulers and blank note paper for making notes with you. You will be able to make notes on your note paper during the Timed Assessment. The note paper will be collected by the Invigilator at the end of the Timed Assessment. You must not take any note paper with you after the Timed Assessment has taken place.
- 3.5. You **may** bring the following into the Timed Assessment:
 - 3.5.1. clean or annotated copies of statutory authorities and decided cases, which you used for research prior to the assessment;
 - 3.5.2. clean or annotated copy of the advance materials;
 - 3.5.3. research notes, which can be handwritten or typed, and any other reference material which you would use in the work place.
- 3.6. You **may not** bring the following into the Timed Assessments:
 - 3.6.1. pre-prepared responses
- 3.7. Personal belongings, such as coats and bags, must be left at the side/back of the room in which the Timed Assessment is being held, as instructed by the Invigilator.
- 3.8. Mobile phones, smart watches or any other form of electronic device must be turned off and placed with your personal belongings at the side/back of the room, as instructed by the Invigilator.
- 3.9. You must behave professionally and honestly at all times during the Timed Assessment and must ensure that your conduct does not undermine the integrity of the CILEx EPA. The following list acts as guidance as to actions which may be construed as undermining the integrity of the CILEx EPA:
 - 3.9.1. failing to produce individual and original work for the Timed Assessment;
 - 3.9.2. arranging to be impersonated by another individual in the Timed Assessment or impersonating an Apprentice;

- 3.9.3.** breaching the security of confidential assessment materials (including Advance Materials);
- 3.9.4.** accessing the CILEx e-assessment platform outside of your invigilated Timed Assessment sessions;
- 3.9.5.** refusing to comply with the Invigilator's instructions;
- 3.9.6.** being in possession of an unauthorised device to access the internet or receive communications (eg. mobile phone, tablet computer, smart watch or similar device) during a Timed Assessment;
- 3.9.7.** refusal to hand over suspected unauthorised device when asked or refusal to demonstrate that a device is not in your possession;
- 3.9.8.** accessing the internet during a Timed Assessment;
- 3.9.9.** bringing a pre-prepared response into a Timed Assessment session;
- 3.9.10.** communicating or attempting to communicate with other Apprentices during a Timed Assessment;
- 3.9.11.** attempting to copy or copying another Apprentice's work for the Timed Assessment;
- 3.9.12.** severely disruptive behaviour during a Timed Assessment;
- 3.9.13.** plagiarism – a substantial amount of material from a published work (including the internet) not referenced and presented as your own work;
- 3.9.14.** misleading a CILEx EPA Assessor or CILEx representative in relation to your competence;
- 3.9.15.** altering or interfering with CILEx assessment documentation, for example, key code slips and results notifications.

APPRENTICE IDENTITY CHECKS

You are required to present proof of your identity at the Assessment Venue for each part of the EPA taken, as set out below.

INTERVIEW AND TIMED ASSESSMENT

You should present one item from the following which must show a photograph and signature:

- Current Valid Passport (any nationality)
- Current Student ID Card
- Citizen Card
- Current Full or Provisional UK Photo Card Driving Licence
- UK Residence Card
- Any other photographic ID from an authoritative source.

EPA RESULTS

CILEx will provide you with your EPA results within 16 weeks of your Gateway review. A copy of your results will be provided to your Employer and Training Provider.

RESULTS ENQUIRIES AND APPEALS

The *CILEx EPA Enquiries About Results Policy and Procedures* provides information about results enquires and the process involved. The *CILEx EPA Appeals Policy and Procedures* provides information about appeals and the processes involved at each stage. Employers are responsible for requesting results enquiries on your behalf. The policies can be found on the Resource page of the CILEx website: <https://www.cilex.org.uk/for-centres/apprenticeships/resources>.

PENALTIES FOR MALPRACTICE

You must behave professionally and honestly at all times during the Interview and Timed Assessment and must ensure that your conduct does not undermine the integrity of the EPA. Malpractice or suspected malpractice will be fully investigated by CILEx in accordance with the *CILEx Malpractice Policy and Procedures – CILEx Apprentices (End-Point Assessment)*.

CILEx may impose penalties on an Apprentice in the event that malpractice is proven. The table below sets out the criteria for determining the penalty that may be imposed on an Apprentice who has been found to have breached the EPA Apprentice Assessment Regulations. The criteria provide a benchmark against which individual cases are considered. The criteria are **not exhaustive**.

CILEx will, where possible, take action to protect CILEx Apprentices caught up in malpractice incidents through no fault of their own. However, in some cases, in order to protect the integrity of the CILEx EPA, it may be necessary for CILEx to withhold and/or revoke the results of CILEx Apprentices or not accept work from CILEx Apprentices, who were not themselves culpable for the malpractice which took place. This may occur where there is evidence that the EPA has been compromised and that results may therefore be invalid.

Penalty	Criteria
Written warning	<p>Minor breach of the regulations which does not affect the integrity of EPA, for example:</p> <ul style="list-style-type: none"> ▪ mobile telephone makes noise for a short period during the EPA but is not in the Apprentice's possession; ▪ minor refusal to adhere to Invigilator's instructions which does not disrupt other Apprentices.
EPA component* result declared void	<p>Significant breach of the Regulations which compromises, attempts to compromise or may compromise the process of EPA, the integrity of EPA or the validity of the EPA result and/or damages the reputation or credibility of CILEx, for example:</p> <ul style="list-style-type: none"> ▪ engaging in activities which undermine the integrity of the EPA; ▪ failing to produce individual and original work for the EPA; ▪ arranging to be impersonated by another individual in the EPA or impersonating an Apprentice; ▪ breaching the security of confidential EPA materials; ▪ accessing the CILEx e-assessment platform outside of the invigilated Timed Assessment sessions; ▪ refusing to comply with Invigilator's instructions which compromises the integrity of the EPA; ▪ being in possession of an unauthorised device to access the internet or receive communications (eg. mobile phone, tablet computer, smart watch or similar device) during a Timed Assessment or Interview; ▪ refusal to hand over suspected unauthorised device when asked or refusal to demonstrate that a device is not in an Apprentice's possession; ▪ accessing the internet during a Timed Assessment or Interview; ▪ bringing a pre-prepared response into a Timed Assessment session; ▪ communicating or attempting to communicate with other Apprentices during a Timed Assessment; ▪ attempting to copy or copying another Apprentice's work for the EPA; ▪ severely disruptive behaviour during a Timed Assessment; ▪ falsifying evidence of competence;

	<ul style="list-style-type: none">▪ plagiarism – a substantial amount of material from a published work (including the internet) not referenced and presented as an Apprentice’s own work;▪ failure to disclose that work undertaken to demonstrate competence was undertaken collaboratively with one or more parties;▪ misleading a CILEx EPA Assessor or CILEx representative in relation to an Apprentice’s competence;▪ altering or interfering with CILEx assessment documentation, for example, key code slips and results notifications.
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* The EPA components are the assessments which form the EPA. For the Level 3 Paralegal Apprenticeship the component assessments are Timed Assessment 1, Timed Assessment 2 and the Interview.

The *CILEx Malpractice Policy and Procedures – CILEx Apprentices (End-Point Assessment)* is available on the Resources page of the CILEx website: <https://www.cilex.org.uk/for-centres/apprenticeships/resources>