

Appendix 17 – Legal Terminology Guidance

Legal Terminology (Unit 327) is assessed by a dated examination which is available on demand throughout the year. They are externally set and externally marked examinations.

How to register for the examination

All candidates must register for the Legal Terminology examinations by the end of the month prior to the exam month. For example, if the candidate wishes to sit the examination in May, they must have registered by the end of March.

All registrations must be submitted via an Examination Registration Form and emailed to legalsecretaries@cilex.org.uk.

How to run the examination

The Legal Terminology examination must be held within 2 weeks of receiving the materials from CILEx and in compliance with the JCQ Guidelines – *Instructions for conducting examinations*.

Candidates are **not allowed** to use English, legal or mother tongue dictionaries to assist them in these examinations.

The examination is 60 minutes in length.

Completed papers must be returned to CILEx for marking.

What to expect in the examination

Candidates are assessed on the ability to identify the meaning and terms used within legal terminology. Expand legal abbreviations, match Latin terms to their descriptions and identify correct spellings of legal terminology.

Grading

Legal Terminology is graded pass/ fail only.

Results will be sent to centres within 7 weeks from the date of examination.