

Examination Regulations

Online Exams at Accredited Centres



September 2020

These Examination Regulations apply to candidates undertaking online exams at their accredited centres for the Level 3 and Level 6 Professional Qualifications. Candidates who are taking online exams with remote invigilation should read the Examination Regulations Online Exams with Remote Invigilation.

1. Instructions to candidates

Candidate Registration Procedures and ID Checks

- (i) All candidates are required to present proof of their identity to the Invigilators at the centre. Candidates must present one item from the following, which must show a photograph and signature:
 - ✓ Current Valid Passport (any nationality)
 - ✓ Current Full or Provisional UK Photo Card Driving Licence
 - ✓ UK Residence Card
- (ii) Candidates must have their ID readily available for checking by the Invigilator when entering the exam room.

Completing an exam

- (iii) Candidates must follow the Invigilator's instructions to open their on-screen exam. They will need to:
 - Enter their unique 8 digit Key Code, provided by the Invigilator
 - Confirm their personal details
 - Enter a PIN. The Invigilator will provide candidates with the PIN code needed to unlock the exam, once all candidates' details have been confirmed as correct.
- (iv) At the start of the exam candidates should read carefully the **Instructions to Candidates**. The test timer will not start to count down until the '**Start Exam**' button is selected.
- (v) Once the test has started, candidates should ensure that they:
 - Read each question carefully before answering it;
 - Complete the questions in accordance with the **Instructions to Candidates**.

2. Exam Violations

- 2.1 Candidates must allow adequate time to reach the exam centre. Late comers will **not** be permitted to enter the exam room more than 45 minutes after the start time. Candidates should arrive at least 15 – 20 minutes before the start of the exam to allow sufficient time for the exam registration procedures. Candidates should follow the guidelines issued by their centre regarding arrangements for registration.
- 2.2 Candidates must bring their own pens, pencils etc with them for writing on scrap paper. The centre will provide scrap paper for making rough notes. The scrap paper will be collected by the invigilator after the exam. Candidates must not take any scrap paper with them after the exam has taken place.
- 2.3 Candidates must behave professionally and honestly at all times during the exams and must ensure that their conduct during an exam does not undermine the integrity of CILEx qualifications. Candidates whose actions may be considered to undermine the integrity of CILEx qualifications will be investigated by CILEx in accordance with the CILEx Malpractice and Maladministration Policy and CILEx Malpractice and Maladministration Procedure. CILEx will take action in accordance with the CILEx Sanctions Policy, to minimise risks to the integrity of CILEx qualifications and maintain confidence in CILEx qualifications. A breach of the regulations may also be a breach of the CILEx Code of Conduct which may be investigated. The following list sets out violations which risk undermining the integrity of CILEx qualifications. This list is not exhaustive and any other actions/behaviours which may compromise the integrity of an exam will be investigated:
- (i) Failing to comply with the Invigilator's instructions before, during or after an exam;
 - (ii) Failing to place bags and other materials at the side of the exam room, as instructed by the Invigilator. Bags and other materials must **not** be placed next to a candidate's workstation;
 - (iii) Having any books eg legal textbooks, study books, (other than the statute books specified in Section 3 below), revision notes, or similar materials or dictionaries in the exam room or attempting to use or using such materials in the exam;
 - (iv) Failing to ensure mobile telephones are switched off before entering the exam room and placed with their personal belongings away from their workstation;
 - (v) Being in possession of an unauthorised device including but not limited to a mobile telephone, personal stereo, MP3 player, e-reader, PDA or similar communication /recording/storage/listening devices during an exam;
 - (vi) Refusing to hand over suspected unauthorised materials or device when asked or refusal to demonstrate that any suspected materials or device is not in candidate's possession.

- (vii) Having an annotated copy of pre-released case study materials in the exam (Level 3 and Level 6 Practice exams (Level 3 Units 9–15, 18 and 19 and Level 6 Units 15-21)). Candidates are permitted to print a copy of the relevant pre-release case study materials from the CILEx website and use this in the exam as long as it is a clean copy with no annotations;
- (viii) Having an annotated statute book in an exam for which a statute book is permitted;
- (ix) Having a calculator in the exam. There is a calculator function in the online system which will be available for any exams which require calculation;
- (x) Using a candidate's own paper in the exam for writing notes. Invigilators will provide candidates with scrap paper.
- (xi) Removing scrap paper from the exam room. Invigilators will collect the scrap paper at the end of the exam.
- (xii) Accessing or attempting to access other applications for example Word, Excel, windows explorer, files, websites, emails or similar;
- (xiii) Communicating with or attempting to communicate with anyone during the exam. Candidates are only permitted to communicate with the Invigilator/s;
- (xiv) Attempting to copy or copying the work of another candidate during the exam;
- (xv) Disrupting or disturbing other candidates;
- (xvi) Leaving a workstation without the permission of the Invigilator. If a candidate requires the Invigilator's assistance, for example, if they feel unwell, they should raise their hand and wait for the Invigilator;
- (xvii) Leaving the exam room during the first 45 minutes or the last 15 minutes of the exam (including the reading time, if applicable). Candidates for Level 3 Unit 1 Introduction to Law and Practice must remain in the exam room for the duration of the one hour exam, unless they need to leave the room briefly (for example, for a toilet break), in which case they must raise their hand and await direction from the invigilator. Candidates wishing to leave the exam room either briefly (for example, for a toilet break) or permanently must raise their hand and await direction from the Invigilator. Candidates must leave quietly and show consideration for their fellow candidates.
- (xviii) Arranging to be impersonated by another individual in an exam;
- (xix) Accessing confidential exam materials prior to an exam;
- (xx) Smoking or vaping in the exam room;
- (xxi) Using earplugs, headphones or headsets during the exam;
- (xxii) Using multiple screens. Candidates are permitted to use one screen only.
- (xxiii) Wearing a watch of any kind during the exam;
- (xxiv) Wearing a hat or head covering (except when worn for religious reasons);
- (xxv) Altering or interfering with CILEx assessment documentation, for example, Key Code Slips, results notifications or certificates.

3. Statute Books – Level 6 Exams Only

- (i) Candidates sitting the following Level 6 exams only are permitted to refer to the designated statute books specified in the CILEx Level 6 Qualifications -

Recommended Reading for Students (available on the CILEx website) during the exam:

- Unit 1 Company and Partnership Law
- Unit 2 Contract Law
- Unit 3 Criminal Law
- Unit 4 Employment Law
- Unit 5 Equity and Trusts
- Unit 6 European Union Law
- Unit 7 Family Law
- Unit 8 Immigration Law
- Unit 9 Land Law
- Unit 12 Public Law
- Unit 13 Law of Tort
- Unit 14 Wills and Succession
- Unit 16 The Practice of Company and Partnership Law
- Unit 18 Criminal Litigation
- Unit 19 The Practice of Employment Law
- Unit 20 The Practice of Family Law
- Unit 21 Probate Practice

- (ii) Candidates are permitted to use a different edition of the designated statute book i.e. a more recent or older edition.
- (iii) The statute books must not be annotated in any way. The term 'annotated' in this context includes the use of highlighter pens, post-it notes, folded down pages or handwritten comments.
- (iv) During the exam, the Invigilators will carry out spot checks on the statute books. Annotated statute books will be removed immediately and a report made to CILEx, in accordance with the malpractice regulations.