

# Examination Regulations Online Exams with Remote Invigilation

September 2020



These Examination Regulations apply to candidates undertaking online exams with remote invigilation for the Level 3 and Level 6 Professional Qualifications. Candidates should also read the ***Candidate Guide for Online Exams with Remote Invigilation***.

## 1. Pre-exam checks

- (i) The date and time of each exam is set out in the Exam Timetable and provided in the email candidates are sent after they complete the system checks.
- (ii) At the start time of the exam candidates must click on the link to the exam and carry out the pre-exam checks as instructed.

## 2. ID check

- (i) All candidates are required to show proof of their identity. 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, who do not present ID meeting the CILEx identity check requirements, will have their exams subsequently voided. CILEx will not refund the exam fees for candidates who do not meet the CILEx identity check requirements.

## 3. Exam violations

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 will be monitored and recorded during the exam. 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 show valid ID (as identified above) or showing ID which is not clearly visible;
- (ii) Failing to complete all the pre-exam checks properly in accordance with the onscreen instructions, including the permitted materials checks;
- (iii) Having any books eg legal textbooks, study books, (other than the statute books specified in Section 4 below), revision notes, work papers or similar materials or dictionaries in the exam room or attempting to use or using such materials in the exam;
- (iv) Having an unauthorised device to access the internet or receive communications in the exam room (e.g. including but not limited to a second mobile device, smart watch, portable media player, e-reader, PDA or similar device). Candidates are required to have one mobile device with the ProctorExam App downloaded in the exam room to record them during the exam. Candidates are not permitted to use this device for any other purpose;
- (v) Having annotated scrap paper in the exam or more than 5 sheets of scrap paper;
- (vi) 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;
- (vii) Having an annotated statute book in an exam for which a statute book is permitted;
- (viii) Having insufficient lighting in the exam room resulting in a candidate not being sufficiently visible on the camera recordings;
- (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) Accessing or attempting to access other applications for example Word, Excel, windows explorer, files, websites, emails or similar;
- (xi) Communicating with or attempting to communicate with anyone during the exam. Candidate are only permitted to access the online Technical Support;

- (xii) Having another person present in the exam room at any point during an exam;
- (xiii) Attempting to copy or copying the work of another candidate during an exam;
- (xiv) Leaving a candidate's workstation for more than 5 minutes. Candidates are permitted to leave their workstation to go to the toilet but must be away from the exam room for no more than 5 minutes;
- (xv) Bringing anything into the exam room when returning to the room after a toilet break;
- (xvi) Arranging to be impersonated by another individual in an exam;
- (xvii) Accessing confidential exam materials prior to an exam;
- (xviii) Smoking or vaping in the exam room;
- (xix) Using earplugs, headphones or headsets during the exam;
- (xx) Using multiple screens. Candidates are permitted to use one screen only.
- (xxi) Wearing a watch of any kind during the exam;
- (xxii) Wearing sunglasses during the exam;
- (xxiii) Wearing a hat or head covering (except when worn for religious reasons), a candidate's full facial features must be clearly visible;
- (xxiv) Behaving suspiciously for example, continuously looking around the room or in a particular direction ie up/down/left/right, at wrists, or hands.
- (xxv) Opening drawers, cupboards or other furniture during the exam;
- (xxvi) Altering or interfering with CILEx assessment documentation, for example, results notifications or certificates.

#### **4. 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) Candidates will be required to comply with the permitted materials check which includes a check of statute books prior to launching their exam.