

CILEx Level 3 Paralegal Apprenticeship End-Point Assessment Regulations for Remote Interviews



These Regulations apply to the interview component of the CILEx Level 3 Paralegal End-Point Assessment.

1. Attending the interview

- (i) The interview will take place with the CILEx Assessor using Zoom.
- (ii) The Zoom link will be emailed to Apprentices approximately two weeks prior to the date of the interview.
- (iii) Apprentices may sit their interview at home or at another suitable location, for example, the Apprentice's workplace, subject to current Government requirements relating to Covid-19.
- (iv) The date and time of the interview is set out in an Apprentice's Gateway Confirmation email.
- (v) Five minutes before the start time for the interview Apprentices must click on the Zoom link provided by CILEx to log on. The CILEx Assessor will admit the Apprentice to the interview accordingly.

2. Equipment and System Requirements

- (i) Apprentices must have a device to access the internet (laptop, PC, mobile device) with a microphone and webcam/camera. The CILEx Assessor must be able to see and hear the Apprentice for the duration of the interview.
- (ii) An internet connection is required to access the interview using Zoom.

3. ID check

- (i) All apprentices are required to show proof of their identity. Apprentices 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
 - ✓ Current Student ID Card

- (ii) Apprentices, who do not present ID meeting the CILEx identity check requirements, will not be able to progress with their interview. CILEx will not refund the fees for Apprentices who do not meet the CILEx identity check requirements.

4. Interview Instructions

- (i) The room in which an Apprentice chooses to sit their interview must be well lit so that the Apprentice is clearly visible to the CILEx Assessor throughout the interview.
- (ii) It is important there is a good WiFi connection in the room. Alternatively, an Apprentice may use an ethernet cable to connect their device directly to the router.
- (iii) Apprentices will need a chair and a table or desk which has been cleared of all personal items other than any materials an Apprentice is permitted to access during the interview and the device the Apprentice will be using (eg laptop/PC). Apprentices should not take the interview with their device balanced on their knee or sitting on a sofa or bed.
- (iv) It is advisable to have a power socket to plug in the device being used for the interview (eg laptop) to ensure that it does not run out of battery.
- (v) If an Apprentice is using a room at their place of work, they must ensure that they have their employer's permission.
- (vi) Apprentices should also ensure that they will not be disturbed for the duration of the interview.
- (vii) Apprentices who access the Zoom interview more than 15 minutes late will not be permitted to progress with the interview. If an Apprentice is late for a valid reason, the Apprentice may contact CILEx to arrange for the interview to be re-scheduled.
- (viii) Apprentices who are more than 15 minutes late and do not have a valid reason will be recorded as absent (DNS) for the interview.
- (ix) Apprentices may bring a hard copy of their portfolio and any other relevant work products to the interview. No other personal belongings should be accessible during the interview.
- (x) Apprentices are not permitted to have mobile phones or smart watches during the interview.
- (xi) Apprentices should remain in the room in sight of the CILEx Assessor throughout the interview. If an Apprentice needs to leave the room briefly due to unforeseen circumstances, for example illness, they must alert the CILEx Assessor. The CILEx Assessor will decide whether the interview can be resumed upon the Apprentice's return or whether the interview will need to be re-scheduled.

5. Interview violations

Apprentices must behave professionally and honestly at all times during the interview and must ensure that their conduct does not undermine the integrity of CILEx End-Point Assessment (EPA). Apprentices will be monitored and recorded during the interview. Apprentices whose actions may be considered to undermine the integrity of CILEx EPA will be investigated by CILEx in accordance with the CILEx Malpractice Policy and Procedures – Level 3 Paralegal Apprenticeship End-Point Assessment. CILEx will take action to minimise risks to the integrity of CILEx qualifications and maintain confidence in CILEx qualifications. The following list sets out violations which risk undermining the integrity of CILEx EPA. This list is not exhaustive and any other actions/behaviours which may compromise the integrity of CILEx EPA will be investigated:

- (i) failing to show valid ID (as identified above);
- (ii) being in possession of an unauthorised device to access the internet or receive communications in the room (e.g. including but not limited to a second mobile device, smart watch, portable media player, e-reader, PDA, or similar device) during the interview;
- (iii) unauthorised access of the internet during an interview;
- (iv) communicating with or attempting to communicate with anyone other than the CILEx Assessor during the interview;
- (v) arranging to be impersonated by another individual in an interview;
- (vi) refusing to follow the CILEx Assessor's instructions;
- (vii) misleading a CILEx Assessor in relation to their competence;
- (viii) having another person present in the room at any point during an interview;
- (ix) smoking or vaping during an interview;
- (x) Altering or interfering with CILEx assessment documentation, for example, results notifications or certificates.