

CILEx Level 3 Paralegal Apprenticeship End-Point Assessment

Regulations for Timed Assessments with Remote Invigilation



These Regulations apply to online Timed Assessments with remote invigilation, for Apprentices who are sitting their Timed Assessments at home or in another suitable location. Apprentices should also read the ***Apprentice Guide for Online Timed Assessments with Remote Invigilation***

1. Pre-assessment checks

- (i) The date and time of each Timed Assessment is set out in an Apprentice's Gateway Confirmation email.
- (ii) At the start time of each Timed Assessment Apprentices must click on the link to the Timed Assessment in the CILEx email containing the link to the live Timed Assessment and carry out the pre-assessment checks as instructed.

2. 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 have their Timed Assessments subsequently voided. CILEx will not refund the fees for Apprentices who do not meet the CILEx identity check requirements.

3. Exam violations

Apprentices must behave professionally and honestly at all times during the Timed Assessment 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 Timed Assessment. 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) or showing ID which is not clearly visible;
- (ii) Failing to complete all the pre-assessment checks properly in accordance with the onscreen instructions;
- (iii) Failing to produce individual and original work for the Timed Assessment;
- (iv) Having a pre-prepared response in a Timed Assessment;
- (v) Plagiarism – a substantial amount of material from a published work (including the internet) not referenced and presented as Apprentice’s own work;
- (vi) Having 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). Apprentices are required to have one mobile device with the ProctorExam App downloaded in the room to record them during the Timed Assessment. Apprentices are not permitted to use this device for any other purpose;
- (vii) Having insufficient lighting in the room resulting in an Apprentice not being sufficiently visible on the camera recordings;
- (viii) Accessing or attempting to access other applications for example Word, Excel, windows explorer, files, websites, emails or similar;
- (ix) Communicating with or attempting to communicate with anyone during the Timed Assessment. Apprentices are only permitted to access the online Technical Support;
- (x) Having another person present in the room at any point during a Timed Assessment;
- (xi) Attempting to copy or copying the work of another Apprentice during a Timed Assessment;
- (xii) Leaving an Apprentice’s workstation for more than 5 minutes. Apprentices are permitted to leave their workstation to go to the toilet but must be away from the room for no more than 5 minutes;
- (xiii) Bringing anything into the room when returning to the room after a toilet break;
- (xiv) Arranging to be impersonated by another individual in a Timed Assessment;

- (xv) Accessing confidential assessment materials prior to a Timed Assessment;
- (xvi) Smoking or vaping in a Timed Assessment;
- (xvii) Using earplugs, headphones, or headsets during a Timed Assessment;
- (xviii) Using multiple screens. Apprentices are permitted to use one screen only;
- (xix) Wearing a watch of any kind during a Timed Assessment;
- (xx) Wearing sunglasses or smart glasses during a Timed Assessment;
- (xxi) Wearing a hat or head covering (except when worn for religious reasons), an Apprentice's full facial features must be clearly visible;
- (xxii) Behaving suspiciously for example, continuously looking around the room or in a particular direction i.e. up/down/left/right, at wrists, or hands;
- (xxiii) Opening drawers, cupboards, or other furniture during a Timed Assessment;
- (xxiv) Altering or interfering with CILEx assessment documentation, for example, results notifications or certificates.