



Qualifications Handbook

**CILEx Level 6 Single Subject
Certificate**

**CILEx Level 6 Professional
Higher Diploma in Law and Practice**

**CILEx Graduate 'Fast-Track'
Diploma**

Issued: September 2019

Customer Service Statement

Delivering Customer Service

CILEx aims to support, educate and represent its members throughout their legal career. CILEx is committed to providing the highest standards of customer service.

CILEx Assessment team Customer Service Statement

- To provide comprehensive legal education
- To develop relationships with all members
- To communicate with all customers in a clear and effective manner
- To ensure that all CILEx services are subject to quality assurance
- To aim to deliver the highest level of customer satisfaction and meet customer needs in the most effective way
- All stakeholders will be treated with dignity and respect
- CILEx will comply at all times with its Equality and Diversity Policy

CILEx Assessment team will:

- Provide clear information to all prospective learners about educational opportunities
- Acknowledge enquiries within 1 working day
- Ensure all customers are aware of the complaints procedure through regularly updated information on www.cilex.org.uk. Complaints will be acknowledged within 3 working days and answered within 10 working days
- Ensure all learners know the examination results enquiries and appeals procedure through regularly updated information on www.cilex.org.uk
- Results enquiries will be acknowledged within 5 working days and answered within 6 weeks, where re-marking or a QA review is required
- Make every effort to ensure all documents and guidance given to learners, centres and employers is clear and relevant and available on www.cilex.org.uk
- Listen to customers and monitor changing needs
- Monitor needs of employers to ensure the CILEx qualification remains relevant
- Produce examination certificates within 25 working days of results notification
- Review the unit specifications each year
- Deal with your queries promptly and courteously
- Provide accurate and timely information to help you make decisions
- Respond promptly to any issues that you may raise

Our Assessment Administrators will:

- Be comprehensively trained to provide advice on the CILEx qualifications and examination and professional skills assessment regulations and processes
- Provide accurate and reliable information
- Arrange to return your call at an agreed time, if your enquiry requires in depth research
- Be available from 8.45am - 5pm (Monday, Tuesday, Wednesday & Thursday) and 9am - 4pm (Friday), excluding Bank Holidays and the period from Christmas Eve to New Year's Day.

There are several ways in which you can help us to meet the standards:

- When you call or email us, please have your membership number available so that we can clearly identify you
- Tell us when we are getting it right, so that we can do more of it
- Tell us when we are getting it wrong, so that we can resolve the issue, learn from our experience and improve the service for all our members
- Talk to us rationally, calmly and respectfully, so that we can work together to resolve your enquiry as soon as possible.

Complaints

If you wish to register a complaint regarding standards of service for Assessments, please contact us via email at assessment@cilex.org.uk or write to Assessment Customer Service, CILEx, Kempston Manor, Kempston, Bedford, MK42 7AB.

Complaints about an Accredited Centre

Learners who are not satisfied with the service which has been provided by a CILEx accredited centre should first seek to resolve any issues with the tutor or other individual/s at the centre. If a learner is unable to discuss any issues with their tutor or remains dissatisfied after doing so they should then follow the centre's formal complaints procedure.

After the centre's formal complaints procedures have been completed, should a learner remain dissatisfied with the centre's response to their formal complaint, the learner is entitled to contact CILEx in writing. You should address any complaints about a CILEx accredited centre to The Membership Team, Centre at CILEx either by email (membership@cilex.org.uk) or by a letter detailing the complaint and including any other relevant information. Complaints from learners concerning CILEx accredited centres are recorded and managed through CILEx's accredited centre risk management procedures. CILEx will carry out an investigation into the complaint which will involve contact with the centre concerned. Please note that CILEx is unable to seek refunds from CILEx accredited centres on behalf of learners.

CILEx will acknowledge your complaint within **5 working days** of its receipt and will investigate the circumstances associated with it. A written response will be sent to you once the investigation has been concluded, normally within **20 working days**. Depending on the nature of the complaint, CILEx reserves the right to extend this timescale depending on the nature/complexity of the complaint being investigated.

If you are not satisfied with how your complaint has been dealt with, please visit the Customer Service Feedback page on www.cilex.org.uk where the Customer Feedback form, policy and procedure is available. Alternatively, you can email membership@cilex.org.uk

Introduction

This handbook is for CILEx learners studying the CILEx Level 6 Single Subject Certificate, the CILEx Level 6 Professional Higher Diploma in Law and Practice or the CILEx Graduate 'Fast-Track' Diploma. It is also for tutors and centres delivering these qualifications.

CILEx is an awarding organisation recognised by Ofqual, Qualification Wales and CCEA. The Level 6 Single Subject Certificate, Level 6 Professional Higher Diploma in Law and Practice and Graduate 'Fast-Track' Diploma are regulated qualifications.

The unit specifications for the Level 6 qualifications are set out separately on the website. The unit specifications are reviewed annually. The most up to date versions are available on the CILEx website, here:

http://www.cilex.org.uk/study/information_for_students/unit_specifications

How to use this Handbook

The handbook has a comprehensive contents page designed to help learners and tutors locate the relevant information they require. The main changes to this handbook, with the exception of the appendices, are highlighted in yellow.

It is important that both learners and tutors familiarise themselves with the information provided in **Section 4: Qualification Administration**. This section sets out CILEx policies and procedures which all learners and centres must follow.

Section 5: CILEx Contacts sets out the key areas of work undertaken by different departments at CILEx. This information is provided to help learners and centres direct their enquiries to the relevant department in order that enquiries can be addressed efficiently and effectively.

It is strongly recommended that learners and tutors regularly refer to the **CILEx website** (www.cilex.org.uk). The website is frequently updated and is used to communicate key information to learners and tutors.

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Section 1: Studying with CILEx – an overview

1.1 The route to becoming a Chartered Legal Executive

To qualify as a Chartered Legal Executive and, hence, become a Fellow of CILEx, learners must satisfy the following requirements:

- (i) Achieve the Level 3 Professional Diploma in Law and Practice
- (ii) Achieve the Level 6 Professional Higher Diploma in Law and Practice
- (iii) Complete 3 years of Qualifying Employment and evidence their competence through submission of a logbook and portfolio of evidence, which is assessed against 27 learning outcomes.

Note: At least 2 years of your Qualifying Employment must be served consecutively, immediately preceding the application for Fellowship and 1 year must be served in the Graduate grade of Membership. Graduate membership is achieved after completing elements (i) and (ii) set out above.

1.2 CILEx membership

All learners undertaking courses towards the achievement of the CILEx Level 6 Professional Higher Diploma in Law and Practice to become Graduate members of CILEx **must** be registered as CILEx members.

All learners undertaking courses towards the achievement of the Graduate 'Fast-Track' Diploma to become Graduate members of CILEx **must** be registered with CILEx as CILEx members.

Non-members and all other grades of CILEx membership are permitted to take CILEx Level 6 Single Subject Certificates.

Registration with CILEx as a member must take place prior to the learner starting to study for any specific qualification units. **Key Dates and Deadlines** can be found here <http://www.cilex.org.uk/study/information-for-students/key-dates-and-deadlines>. This process is separate from enrolling with a centre on a course of study. Registration is available online by visiting the website www.cilex.org.uk.

Membership grades

Student member - for those with no relevant legal qualification and less than three years fee-earning work.

Affiliate member - for those with at least one CILEx Level 3 unit qualification, or who have completed a relevant legal qualification or who have completed a relevant legal qualification at Level 2 or gained at least three years' experience doing predominantly legal work.

Associate member - for those who have completed their Level 3 Professional Diploma in Law and Practice or who are graduates with Qualifying Law Degrees. Associate members are entitled to the designatory letters, ACILEx after their name, and are required to take 8 hours Continuing Professional Development (CPD) and at least 1 entry in professionalism.

Graduate member - for those who have completed both their Level 3 Professional Diploma in Law and Practice and Level 6 Professional Higher Diploma in Law and Practice (or equivalent), or who are Legal Practice Course (LPC) or Bar Vocational Course (BVC) graduates. Graduate members are entitled to designatory letters, GCILEx, after their name, and are required to undertake 12 hours CPD and at least 1 entry in professionalism.

Fellowship – When Graduate Members have completed the period of Qualifying Employment and the work-based learning outcomes, they may apply to become Fellows of CILEx and are eligible to use the term “Chartered Legal Executive” and the designatory letters FCILEx. Fellows are required to undertake 9 CPD outcomes each including at least 1 entry in professionalism.

Information about the membership grades and the application process is available from the Membership Contact Centre membership@cilex.org.uk.

1.3 Qualifying Employment – what is it?

A person is in Qualifying Employment if he/she is employed either:

- Under the supervision of an authorised person in private practice;
- In an organisation where the employment is subject to supervision by an authorised person employed in duties of a legal nature by that firm, corporation, undertaking, department or office; and

in each case, you must undertake work that is **wholly of a legal nature** for at least 20 hours per week.

Further information about Qualifying Employment is available from the Membership Contact Centre and via the CILEx website, here:

https://www.cilex.org.uk/study/lawyer_qualifications/qualifying_employment.

1.4 Accredited centres and courses

All learners registering for any unit examination/assessment towards the CILEx Level 6 Single Subject Certificate, the CILEx Level 6 Professional Higher Diploma in Law and Practice or the Graduate ‘Fast-Track’ Diploma must have undertaken and completed an accredited course of study for the unit or units they wish to take.

Accredited courses are offered at colleges of Further Education and by several private training providers throughout England and Wales. Courses are also available in a limited number of overseas centres. Most courses start in September and take place in the evening or on a day release basis, although there are also some accredited full-time courses. Distance learning courses are also available. Details of course providers are available from CILEx’s website (www.cilex.org.uk). Learners are advised to contact their local centre to obtain further information.

1.5 CILEx Code of Conduct

Everyone who registers as a member with CILEx is bound by its rules and regulations, which include the CILEx Code of Conduct and the Investigation, Disciplinary and Appeal Rules. The Rules establish three panels which are the Professional Conduct Panel (PCP), The Disciplinary Tribunal (DT) and the Appeals Panel (AP).

The PCP has the power to consider the conduct of anyone who wishes to become a member of CILEx and the conduct of anyone who is already an existing member of CILEx. If a person has declared, at membership application stage, a Prior Conduct (for example a bankruptcy judgement or a criminal conviction) the matter may be put to the PCP to consider. The PCP will then decide if that person has the suitable character to become a member. The PCP may refuse or approve a person’s application to become a member.

The PCP will also deal with Prior Conduct declarations made by anyone who is an existing member (of any grade) or authorised person of CILEx in addition to any complaints made against them.

The DT considers matters referred to it by the PCP and there is an Appeals Panel which deals with all matters that are being appealed from the PCP and the DT.

The PCP and the DT consider a member's conduct against the standards set out in the CILEx Code of Conduct. They decide if allegations of misconduct are found proved and therefore, breach the CILEx Code of Conduct and is unbecoming to the profession. The PCP and the DT have the power to sanction an existing member for any misconduct that is found proved. If the PCP does not refer the member's conduct matter to the DT, they have the power to require a member to give undertakings as to their future conduct, impose conditions in regard to their employment, reprimand and/or warn a member. The DT has the same powers as the PCP, but they also have the power to fine or exclude members from CILEx membership.

The AP will consider any appeals, for example, where a person has been refused membership of CILEx or where a member is fined.

A person may also be ordered to pay the costs of any investigation into their conduct if the matter is found proved.

The standards which all members are required to observe are set out in the CILEx Code of Conduct. It sets out nine principles CILEx members must follow. It is our core guidance on the conduct, practice and professional performance expected of you and is sent to all learners on enrolment and also to newly admitted Fellows. A copy of the Code is available at: <http://www.cilex.org.uk/about-cilex-lawyers/what-cilex-lawyers-do/code-of-conduct>

All conduct matters including any that are declared at membership application stage are dealt with by CILEx Regulation Ltd.

Section 2: Overview of CILEx Level 6 Qualifications

2.1 Introduction to the Level 6 Single Subject Certificate

The CILEx Level 6 Single Subject Certificate recognises learners' achievements in a specific area of law or legal practice. The qualification is best suited for learners who do not wish to go on and become Chartered Legal Executives and Fellows of the Chartered Institute of Legal Executives (CILEx), but who do require recognition in a specific professional area of law or legal practice.

Learners can choose from a broad range of law, legal practice and legal skill areas (22 units in total), and each unit is a current and self-contained body of relevant, knowledge, understanding and skill at a level commensurate with legal professional requirements.

The Certificate qualification is a valuable asset to any professional paralegal or individual working in a legal firm and specialising in an area of law or legal practice which requires a qualification that demonstrably recognises their abilities at this level in that specific area.

The qualification is formally awarded as the CILEx Level 6 Certificate in Law and is endorsed with the legal area in which it is undertaken, e.g. *CILEx Level 6 Certificate in Law (Contract Law)*. This means that learners who successfully complete a Single Subject Certificate will receive a certificate confirming they have completed the CILEx Level 6 Certificate in Law with an endorsement setting out the legal area in which it is taken. This title appears on the learner's certificate because it is the accredited qualification title.

2.2 Introduction to the Level 6 Professional Higher Diploma in Law and Practice

The CILEx Level 6 Professional Higher Diploma in Law and Practice represents the final academic stage towards becoming a Chartered Legal Executive.

Building on CILEx's Level 3 Professional Diploma in Law and Practice, learners are required to demonstrate a broad and detailed understanding of the law in three specific areas. For one of these areas, the learner must also demonstrate a sound practical understanding of the legal practice that arises from the law. The learner must also demonstrate the required level of underpinning professional legal skills by undertaking two mandatory Professional Skills units.

Whilst the Level 6 Professional Higher Diploma in Law and Practice consolidates the elements making up the academic competence of the Chartered Legal Executive, it also seeks to build on this foundation by placing a greater emphasis on the professional aspects of the role.

The Professional Skills units take up themes and skills developed at Level 3 and progresses them into more realistic and non-straightforward areas and contexts. For example, this might be through the learner addressing a variety of quite subtle client care-based issues; it may be, alternatively, through them demonstrating the ways in which it is best to locate information in response to the need to explore a complex legal research problem. Both these Professional Skills units, however, have a common objective. They are designed to equip learners with the ability to be more proactive, reflective, resourceful, and, hence, more employable legal professionals.

2.3 Introduction to the Graduate 'Fast-Track' Diploma

The Graduate 'Fast-Track' Diploma is designed solely to accredit legal practice knowledge and understanding. For those learners with a sound and relevant background in law, the Graduate 'Fast-Track' Diploma offers learners a streamlined and cost-effective way to achieve access to CILEx membership. Care has been taken to ensure that learners are required to undertake a combination of Practice units and Professional Skills that fits

relevantly and appropriately both with the anticipated level of legal knowledge underpinning study and with the requirements of CILEx membership.

Learners have 7 mainstream practice areas from which to build their qualification. In keeping with CILEx's focus on Professional Skills, each learner must also complete a unit in Client Care Skills. Whilst CILEx anticipates that the qualification will be a favourite with law graduates, the qualification is not exclusively reserved for this cohort. Although, only law graduates with a qualifying law degree can access the qualification as a route through to membership of CILEx.

The qualification is formally awarded as the CILEx Level 6 Diploma in Legal Practice. This means that learners who successfully complete the Graduate 'Fast Track' Diploma will receive a certificate confirming they have completed the CILEx Level 6 Diploma in Legal Practice. This title appears on the learner's certificate because it is the accredited qualification title.

2.4 Target Groups: CILEx Level 6 Single Subject Certificate

The CILEx Level 6 Single Subject Certificate enables learners to achieve recognition for the study of a discrete area of Law, Legal Practice or Legal Skill. A valuable achievement in its own right, the Level 6 Single Subject Certificate can be used to build achievement towards the CILEx Level 6 Professional Higher Diploma in Law and Practice.

The qualification has two main target groups:

i) Learners working towards specific professional achievements

Primarily, it offers recognition of achievement to legal professionals working within a specific area of law or legal practice. CILEx recognises that not every learner of law and legal practice wishes to go on to become a Chartered Legal Executive and Fellow of CILEx. The CILEx Level 6 Single Subject Certificate enables learners with specific interests to achieve a recognised national qualification for their achievements in respect of a chosen area of study.

ii) Learners working towards becoming a Chartered Legal Executive and Fellow of CILEx

The CILEx Level 6 Single Subject Certificate is a step on the road towards achieving the CILEx Level 6 Professional Higher Diploma in Law and Practice. Each Single Subject Certificate achieved is carried forward towards achievement of the CILEx Level 6 Professional Higher Diploma in Law and Practice. In this respect, the CILEx Single Subject Certificate is a way of rewarding ongoing achievement on the road to the larger, broader qualification.

2.5 Target Groups: CILEx Level 6 Professional Higher Diploma in Law and Practice

The CILEx Level 6 Professional Higher Diploma in Law and Practice is CILEx's second stage of Professional training (after the CILEx Level 3 Professional Diploma in Law and Practice). It is designed for learners who want to ultimately become Fellows of CILEx.

The qualification offers learners an opportunity to specialise in a Legal Practice area, whilst at the same time demonstrating knowledge and understanding of an underpinning series of Law subjects and Legal Skills. The qualification aims to create the complete Chartered Legal Executive, both academically competent in respect of their chosen legal area, and also suitably professional to be easily employable in a fast-evolving legal workplace. The qualification prepares learners for further professional development above and beyond Level 6.

2.6 Target Groups: Graduate 'Fast-Track' Diploma

The CILEx Graduate 'Fast-Track' Diploma is designed solely to accredit legal practice knowledge and understanding. It is aimed at those individuals (such as qualifying law degree graduates) with significant and broad experience of the law who need a qualification specifically in relation to Legal Practice.

For law graduates (with a qualifying law degree) wishing to claim exemptions against CILEx Law units, achievement of the Graduate 'Fast Track' Diploma will offer learners a route into graduate membership of CILEx.

2.7 The Level of the qualifications

The CILEx Level 6 Single Subject Certificate, the CILEx Level 6 Professional Higher Diploma in Law and Practice and the CILEx Graduate 'Fast-Track' Diploma have been designed to assess knowledge, understanding and skills at Level 6 of the Regulated Qualifications Framework (RQF)*. All 3 qualifications have been designed to be comparable to Honours degree level qualifications.

* see section 2.11 below for changes to the Regulated Qualifications Framework.

2.8 Entry requirements

There are no formal entry requirements for the qualifications as such. However, all 3 qualifications are at Level 6 of the Regulated Qualifications Framework (RQF) (see 2.11 below), and CILEx recommends that learners embarking on a programme of study towards any one of the qualifications have an appropriate Level 3 and/or above qualification.

More specifically, learners embarking on programmes of study towards the CILEx Level 6 Professional Higher Diploma in Law and Practice, intending to qualify as a Chartered Legal Executive must complete the CILEx Level 3 Professional Diploma in Law and Practice.

Currently learners, embarking on programmes of study towards the Graduate 'Fast-Track' Diploma, intending to qualify as a Chartered Legal Executive, must have completed a qualifying law degree.

2.9 Exemptions

CILEx offers exemptions from units of the new CILEx Level 6 Professional Higher Diploma in Law and Practice for learners with a range of qualifications. Please see full details of CILEx's current exemption arrangements by visiting the exemption pages on the CILEx website at www.cilex.org.uk/study/information_for_students/exemptions

CILEx will also consider granting exemptions to learners from Level 6 units where they can demonstrate that they have passed examinations in Law and/or Practice at a comparable standard and with substantially similar subject content. Exemptions cannot be granted from part of a unit.

Eligibility for exemptions can be checked by viewing the exemption criteria on www.cilex.org.uk/study/information_for_students/exemptions. A fee equivalent to the unit examination/assessment registration fee is charged for exemption applications.

2.10 Relationship with National Occupational Standards (NOS) and Functional/Essential Skills

Signposting to the National Occupational Standards for Legal Advice is provided in the specification for each individual unit.

Programmes of study leading towards these qualifications will provide candidates with the opportunities to develop the skills and knowledge relevant to a number of

Functional/Essential Skills areas. These relevant areas are identified in each individual unit specification.

2.11 The Regulated Qualifications Framework

The Level 6 Professional Certificate and Diploma in Law and Practice are on the Regulated Qualifications Framework (RQF).

Credit, Total Qualification Time (TQT) and Guided Learning Hours

Credit

A value for credit may be assigned to a qualification, or a Component of qualification, equal to one tenth of the Total Qualification Time assigned to that qualification, rounded to the nearest whole number.

Total Qualification Time (TQT)

TQT is the number of notional hours which represents an estimate of the total amount of time that could reasonably be expected to be required in order for a learner to achieve and demonstrate the achievement of the level of attainment necessary for the award of a qualification. TQT comprises two components:

- Guided Learning
- All Other Learning – examples of this type of learning are:
 - independent and unsupervised research/learning
 - unsupervised compilation of a portfolio of work experience
 - unsupervised e-learning
 - unsupervised e-assessment
 - unsupervised coursework
 - watching a pre-recorded podcast or webinar
 - unsupervised work-based learning

Guided Learning

Guided Learning is made up of activities completed by the learner under the direct instruction or supervision of a lecturer, supervisor or tutor. This can be either through physical presence or electronic means.

Qualification	Credit Value	Recommended TQT values (hours)	Guided learning hours
CILEx Level 6 Certificate in Law (referred to as the CILEx Level 6 Single Subject Certificate)	15	150	50
CILEx Level 6 Diploma in Law and Practice (referred to as the CILEx Level 6 Professional Higher Diploma in Law and Practice)	74	740	250
CILEx Level 6 Diploma in Legal Practice (referred to as the CILEx Level 6 Graduate Fast-Track Diploma)	37	370	125

2.12 Changes in the Law

CILEx will review its unit specifications annually to identify and advise on any aspects of Law and Practice which are going to be amended or introduced during the course of the upcoming academic year.

As a rule, CILEx will **not** expect Level 6 learners to show knowledge in assessment of a change in the Law or Practice of the Law which has been implemented 6 months or less prior to the date of the assessment.

Up to date unit specifications will be posted on the CILEx website www.cilex.org.uk/study/information_for_students/unit_specifications

2.13 Qualification and unit reference numbers

Qualification title	Ofqual/CCEA Qualification Number	Qualification Wales Qualification Number
CILEx Level 6 Single Subject Certificate	601/3412/4	C00/0634/2
CILEx Level 6 Professional Higher Diploma in Law and Practice	601/3408/2	C00/0633/6
CILEx Level 6 Diploma in Legal Practice (Graduate 'Fast-Track' Diploma)	601/3411/2	C00/0633/5

Unit	Title	Unit reference number
Unit 1	Company and Partnership Law	A/504/7059
Unit 2	Contract Law	Y/504/7067
Unit 3	Criminal Law	H/504/7072
Unit 4	Employment Law	M/506/2402
Unit 5	Equity and Trusts	D/504/7054
Unit 6	European Union Law	A/507/3077
Unit 7	Family Law	A/504/7062
Unit 8	Immigration Law	A/506/2404
Unit 9	Land Law	K/504/7056
Unit 10	Landlord and Tenant Law	F/504/7063
Unit 12	Public Law	Y/504/7053
Unit 13	Law of Tort	H/504/7055
Unit 14	Law of Wills and Succession	M/504/7074
Unit 15	Civil Litigation	M/504/7060
Unit 16	The Practice of Company and Partnership Law	D/504/7068
Unit 17	Conveyancing	J/504/7064
Unit 18	Criminal Litigation	T/504/7061
Unit 19	The Practice of Employment Law	T/506/2403
Unit 20	The Practice of Family Law	K/504/7073
Unit 21	Probate Practice	R/504/7052
Unit 22	Client Care Skills	T/504/7058
Unit 23	Legal Research Skills	L/504/7065

Section 3: Qualification Structure and Unit Content

3.1 The suite of units for the CILEx Level 6 Single Subject Certificate, CILEx Level 6 Professional Higher Diploma in Law and Practice and the CILEx Graduate 'Fast-Track' Diploma

The units in **Table 1** describe the units available for the CILEx Level 6 Single Subject Certificate, CILEx Level 6 Professional Higher Diploma in Law and Practice and Graduate 'Fast-Track' Diploma. These units are the building blocks towards each qualification. There are specific qualification rules which govern the structure of each qualification and describe how each qualification must be built.

Each of the units in **Table 1** has been designed to be delivered by tutors in approximately 50 hours. Units 22 and 23 have each been designed to be delivered in 25 hours. Tutors will use a variety of styles to deliver the units and it is likely that each unit will be delivered through a combination of lectures, tutorials and supervised study or other appropriate modes of delivery.

3.1.1 Table 1: Suite of Level 6 Units

Unit	Title	Type of unit
Unit 1	Company and Partnership Law	Law
Unit 2	Contract Law	Law
Unit 3	Criminal Law	Law
Unit 4	Employment Law	Law
Unit 5	Equity and Trusts	Law
Unit 6	European Union Law	Law
Unit 7	Family Law	Law
Unit 8	Immigration Law	Law
Unit 9	Land Law	Law
Unit 10	Landlord and Tenant Law	Law
Unit 12	Public Law	Law
Unit 13	Law of Tort	Law
Unit 14	Law of Wills and Succession	Law
Unit 15	Civil Litigation	Practice
Unit 16	The Practice of Company and Partnership Law	Practice
Unit 17	Conveyancing	Practice
Unit 18	Criminal Litigation	Practice
Unit 19	The Practice of Employment Law	Practice
Unit 20	The Practice of Family Law	Practice
Unit 21	Probate Practice	Practice
Unit 22	Client Care Skills	Professional Skills
Unit 23	Legal Research Skills	Professional Skills

3.2 The structure of the CILEx Level 6 Single Subject Certificate

To achieve a Level 6 Single Subject Certificate in a specific area of Law or Legal Practice, learners must achieve 1 unit from units 1 – 21 above. A learner achieving a **single** Law or Legal Practice unit will achieve a CILEx Level 6 Single Subject Certificate for that area of Law or Legal Practice.*

For learners looking to receive recognition specifically for Legal Skills development, they can achieve the CILEx Level 6 Legal Skills Certificate by taking **both** units 22 and 23.

Each Level 6 Single Subject Certificate achieved will count towards achievement of the CILEx Level 6 Professional Higher Diploma in Law and Practice.

*This will be formally awarded as the CILEx Level 6 Certificate in Law with the unit achievement recorded as an endorsement to the qualification. For example, a learner achieving a CILEx Level 6 Single Subject Certificate in Employment Law will receive the CILEx Level 6 Certificate in Law (Employment Law).

The CILEx Level 6 Legal Skills Certificate will be formally awarded as the CILEx Level 6 Certificate in Law (Legal Skills).

3.3 The structure of the CILEx Level 6 Professional Higher Diploma in Law and Practice

To achieve the CILEx Level 6 Professional Higher Diploma in Law and Practice, learners must achieve 1 x Level 6 Legal Practice unit, 3 x Level 6 Law units and both Professional Skills units.

1 Law unit must be in an area of Law which underpins the Practice area taken. The following table (**Table 2**) identifies the relevant areas of Law which "link" with each relevant Practice unit.

3.3.1 Table 2: Links between Law and Practice units

You must do the following Law unit if you intend to do this Practice unit:
Unit 1 Company and Partnership Law	Unit 16 The Practice of Company and Partnership Law
Unit 2 Contract Law or Unit 13 Law of Tort	Unit 15 Civil Litigation
Unit 3 Criminal Law	Unit 18 Criminal Litigation
Unit 4 Employment Law	Unit 19 The Practice of Employment Law
Unit 7 Family Law	Unit 20 The Practice of Family Law
Unit 9 Land Law	Unit 17 Conveyancing
Unit 14 Law of Wills and Succession	Unit 21 Probate Practice

Please note where learners are studying a Practice unit and its linked Law unit, CILEx strongly recommends that the learner studies the Law unit, where possible, before studying the linked Practice unit. In this way, the learner understands the legal foundation upon which rests the practical application of the Law.

Learners achieving the required combination of units will be awarded the CILEx Level 6 Professional Higher Diploma in Law and Practice.

3.4 The structure of the Graduate 'Fast-Track' Diploma

To achieve the CILEx Graduate 'Fast-Track' Diploma, learners must achieve 2 Level 6 Practice units plus the Level 6 Client Care Skills unit.

For law graduates (with a qualifying law degree) seeking to use their Graduate 'Fast-Track' Diploma to become Fellows of CILEx, it is a requirement that at least one of the Practice units attempted is in an area of law that the candidate can demonstrate was a constituent part of their Law degree.

The Graduate 'Fast-Track' Diploma is formally awarded as the CILEx Level 6 Diploma in Legal Practice (see section 2.3).

3.5 Assessment pattern

The Level 6 Law units (Units 1 – 14)

Each of the units covers a mainstream area of Law at honours degree level. Each unit covers all the main theoretical issues and topics relevant to the study of Law at this level and requires that learners apply their understanding to a practical set of circumstances. Each unit is designed to both move the learner on from study undertaken at Level 3 and be also a standalone unit containing all the necessary pre-requisite knowledge and understanding for those just beginning study at Level 6.

Assessment is by a conventional 3-hour examination taken in either January or June of each year. Results are graded: Fail, Pass, Merit and Distinction.

Notional* grade boundaries are set as follows:

Pass grade – 50% of total available marks

Merit grade – 65% of total available marks

Distinction grade – 75% of total available marks

The Practice units (Units 15 – 21)

Each of the units covers a mainstream area of Legal Practice at honours degree level. Each unit requires that learners understand the way in which the Law is applied in the real world and the practical issues that are associated with this. The emphasis here is on requiring the learner to demonstrate their ability to advise the client. Again, each unit is designed to both move the learner on from study undertaken at Level 3 and be also a standalone unit containing all the necessary pre-requisite knowledge and understanding for those just beginning study at Level 6.

Assessment is by a 3-hour examination taken in either January or June in response to a realistic case study scenario released to learners approximately 6 weeks in advance of the examination. Results are graded: Fail, Pass, Merit and Distinction.

Notional* grade boundaries are set as follows:

Pass grade – 50% of total available marks

Merit grade – 65% of total available marks

Distinction grade – 75% of total available marks

The Professional Skills units (Units 22 and 23)

These two units cover the main legal skills required by Chartered Legal Executives to become employable, adaptable legal professionals. The main skills covered across the units are legal writing, interviewing and negotiation skills, legal ethics and practical legal research. The emphasis is on placing the learner in realistic situations where they are expected to demonstrate their knowledge and skill in a way that most appropriately addresses the requirements of a situation.

Assessment is by CILEx-set tasks, administered and assessed by the centre, and quality-assured by CILEx. Results are graded Pass, Fail only.

*Notional grade boundaries offer tutors and learners the opportunity to understand approximately the level of achievement necessary to pass and achieve certain grades of success in an assessment. Notional grade boundaries, however, are not fixed boundaries, and, as a part of its ongoing quality assurance of the assessment process, CILEx reserves the right to amend its notional grade boundaries for individual examination sessions.

3.5.1 Table 3: Summary of the different methods of assessment

Unit	Title	Assessment method for each unit and its availability	Notional Grade Boundaries
Unit 1	Company and Partnership Law	Examination twice a year in January and June (3 hours duration and 15 minutes reading time)	Pass: 50% Merit: 65% Distinction: 75%
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 10	Landlord and Tenant Law		
Unit 12	Public Law		
Unit 13	Law of Tort		
Unit 14	Law of Wills and Succession		
Unit 15	Civil Litigation		
Unit 16	The Practice of Company and Partnership Law		
Unit 17	Conveyancing		
Unit 18	Criminal Litigation		
Unit 19	The Practice of Employment Law		
Unit 20	The Practice of Family Law		
Unit 21	Probate Practice		
Unit 22	Client Care Skills	Series of skills-based tasks set by CILEx, undertaken with centre and quality assured by CILEx	Pass or Fail grades only
Unit 23	Legal Research Skills		

3.6 Qualification outcomes

Overall results for both the CILEx Level 6 Single Subject Certificate, CILEx Level 6 Professional Higher Diploma in Law and Practice and the CILEx Graduate 'Fast-Track' Diploma are not graded. Learners, who achieve those units which meet the rules of a qualification, will be issued with a certificate confirming achievement of the qualification.

3.7 Presentation of qualification units – an explanation of the unit specifications

A unit specification is available for each of the units for the CILEx Level 6 Single Subject Certificate, CILEx Level 6 Professional Higher Diploma in Law and Practice and the CILEx Graduate 'Fast-Track' Diploma. The unit specifications are reviewed annually. The most up to date versions will be available on the CILEx website, see:

www.cilex.org.uk/study/information_for_students/unit_specifications

Section 4: Qualification Administration

4.1 Introduction

The suite of Level 6 units consists of Law units (Units 1-14), Practice units (Units 15-21) and Professional Skills units (Units 22 and 23).

The Law and Practice units are assessed by examinations and section 4.2 sets out CILEx procedures for examination registration for both the Law and Practice units.

The Professional Skills units (Unit 22 Client Care Skills and Unit 23 Legal Research Skills) are assessed through the completion of a number of skills tasks, which learners undertake during their course of study with their accredited centres (colleges). These units are quality assured by CILEx and centres are required to submit the learners' successfully completed assessments for these tasks to CILEx for quality assurance checks before results are certificated. Learners must register directly with CILEx in order that their Professional Skills assessments can be considered. The procedures for registration for Professional Skills assessments are set out in section 4.3.

CILEx also has in place procedures for supporting learners who have difficulties attempting CILEx assessments due to disability or other factors. An overview of the reasonable adjustment policy and procedures is set out in section 4.7 and an overview of the access arrangements policy and procedures is set out in section 4.8.

The special consideration policy and procedures are set out in section 4.9 for learners who experience difficulties or illness during their examinations or near to the time of their examinations.

This section of the handbook also addresses the rules and regulations which govern CILEx Level 6 qualifications including:

- the results enquiries and appeals policy (section 4.10) which sets out how learners can challenge the results of their examinations or assessments
- the examination regulations (section 4.2.5)
- the examination and professional skills registration regulations (section 4.2.2)
- the malpractice policy (section 4.14)
- the missing script policy (section 4.15)

4.2 Registering for examinations - all Law and Practice units

4.2.1 When are the examinations for the Law and Practice units?

- The examinations for the Law and Practice units take place in January and June of each year.
- Learners should refer to the **Key Dates and Deadlines** for the actual dates of each examination session:
www.cilex.org.uk/study/information_for_students/key_dates_and_deadlines
- Learners should also refer to the **Examination Timetable**:
www.cilex.org.uk/study/information_for_students/exams/exam_timetables

4.2.2 The examination registration process for Law and Practice examinations

- Level 6 learners must be registered as members of CILEx (and have their subscriptions fees paid up to date) in order to take the Level 6 examinations OR apply under the Single Subject Certificate Scheme and regulations whereby Fellows, qualified Members and non-members take CILEx Level 6 Single Subject Certificates.

- Learners must register and pay to sit their examinations with CILEx online by visiting www.cilex.org.uk and logging onto their myCILEx account. Learners should refer to the **Key Dates and Deadlines** table for the actual dates of each examination and assessment session intake. No entries will be accepted or amended after the late closing date:
www.cilex.org.uk/study/information_for_students/key_dates_and_deadlines
- The fees for examination registration can be found here:
www.cilex.org.uk/study/information_for_students/exams/examination_assessment_fees
- An electronic pdf version of the examination and assessment registration form is available for group registrations of 5 candidates or more with one payment for all entries and for learners with credits on their CILEx Account. Learners must ensure that they request the form in sufficient time to be returned by the session intake closing date by emailing assessment@cilex.org.uk. Learners must sign the examination and assessment entry form even if their entry is being administered or submitted by another party. Applications not signed by learners are invalid and will be returned as null and void. Offline paper forms are not issued.
- Learners **must** select the correct accredited centre (your course/learning provider), examination venue and examination unit when entering examinations. Learners **must** check their acknowledgement emails received from CILEx immediately and contact assessment@cilex.org.uk without delay if there are any queries regarding their entry. These emails are generated automatically and confirm details of your entry. Any changes to the original entry are subject to an administration fee **per** amendment.
- It is essential that learners' taking resits first check with their accredited centre that these can be accommodated, and examinations can be sat with them. Learners will be required to gain written confirmation from their centre to be sent to CILEx assessment@cilex.org.uk before the session intake closing date, confirming that resit examinations can be accommodated by them. Where an accredited centre cannot accommodate the learner's resit, the learner must select an external centre on the form and pay the external centre fee before the session intake closing date. No change request to centres will be accepted after the session intake closing date and each change is subject to an administration fee.
- Learners sitting/submitting at more than one centre will need to complete a separate entry for each centre they are sitting at or submitting work through.
- Where learners wish to enter more than one examination scheduled at the same time, please be aware that examinations will be rescheduled to take place back to back on the same day with minimal breaks. Learners will be supervised at all times. Learners must be in a position to accommodate any examination clashes and once registered, no credits will be given where learners are unable to sit exams due to the clash.
- Learners must ensure that their valid examination and assessment entry and payment are received by CILEx by the deadlines set out in the **Key Dates and Deadlines**, here: www.cilex.org.uk/study/information_for_students/key_dates_and_deadlines
- No entries will be accepted after the late entry closing date.
- All learners must comply with the **Examination and Professional Skills Registration Regulations**. Please read these carefully as they form the rules of entry for examinations and assessments.
www.cilex.org.uk/study/information_for_students/exams/examination_regulations
- No amendments will be made after the late entry closing date and learners will be unable to sit examinations where incorrect information has been provided to CILEx. Refunds and credits are not given.

4.2.3 Examination admission permits

- Examination admission permits are available online before the examination session. The published dates are set out in the **Key Dates and Deadlines** table, here: www.cilex.org.uk/study/information_for_students/key_dates_and_deadlines
- Permits can be accessed by visiting www.cilex.org.uk and logging onto the myCILEx area of the site. Permits are distributed by post where requested by the learner and these are sent to each learner who has registered to take an examination, in advance of the examination session.

- The permits set out:
 - the address of the examination centre
 - the date and time of the examination/s the learner is sitting
 - the learner's candidate number/s for the examination/s
- Learners must present their admission permit at each examination for checking by the invigilator/s.
- For those taking exams, it is important that you take a **paper copy** of your examination admission permit to your exam in order that you have the necessary information in the exam room as mobile telephones **must be switched off before** entering the exam room. Therefore, learners will not be able to access an electronic version of their permit via their mobile telephones after entering the exam room.
- You can download and print your examination admission permit online at: www.cilex.org.uk/mycilex/members/exam_permits
- If you have any queries concerning your admission permit, please email assessment@cilex.org.uk or call the CILEx Contact Centre on 01234 845777.
- Please note that while the permit will list details of Professional Skills assessment submissions, these are not live examinations. These assessments are submitted through your centre.

4.2.4 Proof of identity

- Learners are required to present proof of identity at the examination centre in addition to their examination admission permit.
- A list of the various forms of ID is sent to the learners with their examination admission permit and can also be found, here: www.cilex.org.uk/study/information_for_students/exams/examination_regulations
- Learners with queries about the identity checks should contact the Membership Team (see section 5).

4.2.5 Examination regulations

- The Examination Regulations are posted on the CILEx website and are made available to learners with their admission permits.
- All learners are required to comply with the Examination Regulations.
- The Examination Regulations are available at www.cilex.org.uk.
- Alleged breaches of the examination regulations may result in a malpractice investigation.

4.2.6 Examination centres

- Learners who are attending an accredited centre (college or private training provider) will normally take their examinations at their accredited centre.
- Learners studying with distance learning accredited centre (for example Cardiff College Online or CILEx Law School) take their examinations at a CILEx external examination centre.
- Learners taking examinations at an external examination centre must pay the external examination centre fee for each examination.
- The list of external examination centres appears on the online and offline examination registration form and is also available by visiting the study area of www.cilex.org.uk

4.3 Undertaking the Professional Skills assessments – Client Care Skills (Unit 22) and Legal Research Skills (Unit 23)

Learners are required to complete a number of tasks as part of their studies towards these two Professional Skills units. These tasks are undertaken over a period of time with the learner's accredited centre (college). The learner's accredited centre determines the time and the way in which these units are delivered to the learner. The tasks are then assessed by the learner's accredited centre, and all the work for each learner, which must be of a Pass standard, is then forwarded to CILEx for quality assurance checks by a CILEx-

appointed moderator. It is imperative that centres **only** forward work to CILEx that is of a Pass standard. CILEx cannot quality assure work which has not reached a Pass standard.

There are submission windows for learner's work each year in January and June. Centres must submit learner work for quality assurance checks at these points and at no other point during the year. See the **Key Dates and Deadlines** table for further details:

www.cilex.org.uk/study/information_for_students/key_dates_and_deadlines

Learners register for the Professional Skills units in the same way as registering for a Law and Practice examination. **When a learner registers with CILEx for the Professional Skills units, they register to have work submitted for them by their centre at the next submission window.**

4.3.1 The registration and submission process for the Professional Skills assessments

- Level 6 learners must be registered as members of CILEx (and have their subscriptions fees paid up to date) in order to submit the Level 6 Professional Skills assessments to CILEx OR apply under the Single Subject Certificate Scheme and regulations whereby Fellows, qualified members and non-members take CILEx Level 6 Single Subject Certificates.
- Learners must register and pay online by visiting www.cilex.org.uk and logging onto their myCILEx account to have the Professional Skills assessments submitted to and quality assured by CILEx at a specific submission window.
- Learners should refer to the **Key Dates and Deadlines** table for the actual dates of each assessment session intake. No registrations will be accepted or amended after the closing date. The table can be found, here: www.cilex.org.uk/study/information_for_students/key_dates_and_deadlines
- The Professional Skills registration fee is set out here: www.cilex.org.uk/study/information_for_students/exams/examination_assessment_fees
- An electronic pdf version of the examination and assessment registration form is available for group registrations of 5 learners or more with one payment for all entries and for learners with credits on their CILEx Account. Learners must ensure that they request the form in sufficient time to be returned by the session intake closing date by emailing assessment@cilex.org.uk. Learners must sign the examination and assessment entry form even if their entry is being administered or submitted by another party. Applications not signed by learners are invalid and will be returned as null and void. Offline paper forms are not issued.
- Learners **must** select the correct accredited centre (your course/learning provider), and Professional Skills unit when registering to have Professional Skills assessments submitted to CILEx. Learners **must** check their acknowledgement emails received from CILEx immediately and contact assessment@cilex.org.uk without delay if there are any queries regarding their entry. These emails are generated automatically and confirm details of your entry. Any changes to the original entry are subject to an administration fee **per** amendment.
- Learners must ensure that their valid examination and assessment entry and payment are received by CILEx by the deadlines set out in the **Key Dates and Deadlines** table: www.cilex.org.uk/study/information_for_students/key_dates_and_deadlines
- Entries after the closing date will be subject to a late entry fee.
- All learners must comply with the **Examination and Professional Skills Registration Regulations**. Please read these carefully as they form the rules of entry for examinations and Professional Skills assessments. www.cilex.org.uk/study/information_for_students/exams/examination_regulations
- No amendments will be made after the session closing date and learners will be unable to submit Professional Skills assessments where incorrect information has been provided to CILEx. Refunds and credits are not given. When deciding whether to register for a specific submission window, it is important that learners and tutors understand that they are registering with CILEx to send all the work in relation to a specific unit to CILEx at a specific time in the year. This work must be of a Pass

standard, and any failure to submit the relevant work at the specified submission window cannot be carried over until the next submission window without the learner registering and paying to have the work submitted again.

- As a consequence, learners and tutors must be confident that, at the point at which a learner has to register for a Professional Skills assessment submission, they are clearly going to be in a position to submit Pass standard work at the time of the submission window. Where learners and tutors are not confident that this will happen by the specified date, they should refrain from registering for that specific submission window.
- CILEx produces a list for each centre of all learners who are registered to submit Professional Skills assessments for a specific submission window.
- In January and June, CILEx contacts all centres to request that the Professional Skills assessments, for learners who are on the CILEx list and who the centres consider to have passed the Professional Skills assessment/s, are submitted to CILEx.
- It is essential that learners keep a copy of their Professional Skills assessment/s because CILEx will **not** return assessments which are submitted to CILEx.
- If a learner has registered to have their Professional Skills assessment submitted to CILEx, but the centre does not consider that the learner has met the criteria for the Pass standard, the work must **not** be submitted to CILEx and 'DNS' (did not submit) will be recorded on the learner's CILEx record.
- If a centre considers that a learner has met CILEx's Pass criteria for one of the Professional Skills assessments, but the learner is not on the CILEx list, the centre is **not** permitted to submit the assessment to CILEx and the learner must register to have the assessment submitted to CILEx at the next opportunity, usually approximately 6 months later.
- **IMPORTANT: It is essential that learners discuss their Professional Skills assessments with their tutors before deciding whether to register to have their assessment/s submitted for a specific submission window.**
- **CILEx will not refund or credit the Professional Skills registration fee if a learner's Professional Skills assessment is NOT submitted to CILEx by the centre because the centre does not consider it meets the criteria for the Pass standard.**

4.3.2 Centres' responsibilities for the submission of learners' work for quality assurance by the CILEx-appointed moderator

- Centres are responsible for submitting learners' work for the Professional Skills units to CILEx.
- Centres must ensure that all work is submitted in accordance with the guidelines published in the Guidance for Tutors document that accompanies the delivery of units 22 and 23.
- Where a centre fails to submit candidate's work within the Professional Skills Window, centres may be able to make an application for late submission. A late submission fee will be applied.

4.3.3 Professional Skills Regulations

All Professional Skills learners are required to comply with the Professional Skills regulations. The Professional Skills Assessment regulations are available on the CILEx website (www.cilex.org.uk) and copies are provided to CILEx Accredited Centres. Learners must sign the Candidate Submission Checklist to confirm compliance with the Professional Skills Assessment regulations.

4.4 Setting and agreeing grade boundaries for the Law and Practice units

The Law and Practice units are graded Pass, Merit, Distinction and Fail.

In section 3.5: Assessment Pattern, guidance is given on the notional grade boundaries for the Law and Practice units. Notional grade boundaries offer tutors and learners the opportunity to understand the approximate level of achievement necessary to pass and achieve certain grades of success in an assessment. Notional grade boundaries, however, are not fixed boundaries, and, as a part of its ongoing quality assurance of the assessment process, CILEx reserves the right to amend its notional grade boundaries for individual examination sessions.

CILEx takes every precaution to ensure that the level and quality of each of its examination papers is appropriate for learners. As a part of its commitment to robust quality assurance at every stage of the examination, CILEx also scrutinises learner performance before final results are determined. In this way, CILEx can identify and address any issues with the performance of specific examination papers and specific questions on examination papers, and where there are issues that are known to have affected candidate performance adversely, reflect this in the way in which the final grade boundaries for the examination results are set.

CILEx releases the examination pass rates on the CILEx website shortly after the examination results have been released to learners.

4.5 Examination and assessment results

4.5.1 All Law and Practice examinations results

- The results notifications for the Law and Practice units are published online via myCILEx and sent out by first class post by the deadlines set out in the **Key Dates and Deadlines**.
www.cilex.org.uk/study/information_for_students/key_dates_and_deadlines
- Examination results are **NOT** sent out by fax or email.
- The results notifications for the Law and Practice units set out the grade and mark percentage the learner achieved for each examination.
- The results notification **must** be retained by the learner until qualification certificate is received.

4.5.2 Professional Skills results

- The results notifications for the Professional Skills units are published online via myCILEx and sent out by first class post by the deadlines set out in the **Key Dates and Deadlines**.
www.cilex.org.uk/study/information_for_students/key_dates_and_deadlines
- The results notifications are **NOT** sent out by fax or email.
- The results notifications for the Professional Skills assessments set out the grade (Pass or Fail) the learner achieved for the assessment.
- Prior to the submission of the learner's Professional Skills assessments to CILEx, centres will have decided whether the learner's work has met the CILEx Pass standard. It is important that all work that has been assessed as reaching a Pass standard by the centre is reported to the learner as "having passed subject to CILEx moderation". Learners must not think that the centre's decision of Pass on the work towards a unit is the final grade for that unit. The final grade for a learner's Professional Skills assessment is decided by CILEx.
- CILEx, through the moderation process, will seek to confirm the grade awarded by the centre. CILEx will feed back its views on the centre-based decisions in its Centre Feedback Form. Centres must implement the advice and guidance given in the Centre Feedback Form for subsequent submissions of work.

4.6 Re-attempting units

Examinations

- Learners who have failed the examinations for the Law and Practice units (Units 1 -21) can re-sit the examinations.
- There is no limit to the number of re-sit attempts that are permitted.
- Learners re-sitting examinations take their re-sit examinations at the January and June examination sessions.
- Learners re-sitting examinations must follow the guidance in sections 4.2.1 to 4.2.6 above.
- The examination fees apply to re-sit examinations as well as learners sitting examinations for the first time.
www.cilex.org.uk/study/information_for_students/exams/examination_assessment_fees

Professional Skills

- Where learners' assessments have been failed during the CILEx quality assurance phase of the assessment for the Professional Skills units, they will need to attempt again any work that has been considered deficient in their initial attempt and re-submit all work again (fully marked and agreed as Pass standard by the centre) to CILEx at the next or most convenient Professional Skills submission window.
To have their work considered again by CILEx, learners will need to register (see section 4.3.1) and pay the appropriate registration fee for the submission window when they intend to re-submit their work.
www.cilex.org.uk/study/information_for_students/exams/examination_assessment_fees
- Where a learner fails a Professional Skills unit, the learner is not required to take a wholly different assignment or start the entire assessment again from the start. The learner is simply required to remedy those issues that meant that the CILEx appointed moderator could not pass the work when they reviewed it. In some cases, where there are many issues identified with a learner's work, then it may be more appropriate for the learner to start the work again. This is a decision though for the learner and tutor. Where work is of this nature, CILEx will attempt to identify in its feedback to centres, where it may be beneficial to the learner's learning experience that the task/assignment is started again.
- Learners and tutors are reminded of the importance of a) addressing **all** identified issues regarding any work that has to be re-done and re-submitted, and b) including **all** tasks of the assessment within the re-submission. CILEx cannot accept partial re-submissions of work, and where this is submitted, it will not be quality assured. It is imperative then that all learners' work is copied and stored by the centre prior to submission to CILEx. In the eventuality that a learner's work is not passed by CILEx, and the learner has to re-submit some work, the centre can then re-use those aspects of the learner's submission that were in fact successful first-time round.

4.7 Reasonable Adjustments

Reasonable adjustments can be made for learners taking examinations or assessments to alleviate or remove the effect of a disability which places learners at a substantial disadvantage, to enable them to demonstrate their knowledge, skills and understanding to the levels of attainment required by the specification for that unit.

Reasonable adjustments must not affect the validity or reliability of the assessment outcomes. They may involve but not be limited to:

- changing standard assessment arrangements, for example allowing learners extra time to complete the assessment activity
- adapting assessment materials, such as providing materials in Braille
- providing access facilitators during assessment, such as a reader

- re-organising the assessment room, such as removing visual stimuli for an autistic learner.

The **CILEx Reasonable Adjustment Policy and Procedures – Level 3 and Level 6 Professional Qualifications and Level 3 Legal Services Knowledge Qualifications** is available on the CILEx website, here: www.cilex.org.uk/study/information_for_students

Queries about reasonable adjustments can be raised with the Membership Team at CILEx (see section 5).

4.8 Access Arrangements

Access arrangements are for learners who have temporary injuries, temporary illness or other indisposition and/or protected characteristics under the Equality Act 2010 (with the exception of disability which is addressed in the Reasonable Adjustments policy) which present a barrier to accessing the examination/assessment. The additional protected characteristics for access arrangements are: age, gender reassignment, race, religion and belief (including philosophy), gender, sexual orientation, pregnancy and maternity, marriage and civil partnership.

Access arrangements are intended to assist learners to demonstrate their attainment without affecting or circumventing the assessment requirements.

Access arrangements must not affect the validity or reliability of the assessment outcomes. They may involve but are not limited to:

- changing standard assessment arrangements, for example allowing learners to have supervised rest breaks (“stopping the clock”) if they have a temporary back injury, to ensure they have the full examination time;
- providing access facilitators during assessment, such as a scribe for a learner with a recently broken arm (writing hand);
- re-organising the assessment room, such as allowing a pregnant learner to be seated near the exit.

The **CILEx Access Arrangements Policy and Procedures – Level 3 and Level 6 Professional Qualifications and Level 3 Legal Services Knowledge Qualifications** is available on the CILEx website, here: www.cilex.org.uk/study/information_for_students

Queries about access arrangements can be raised with the Membership Team at CILEx (see section 5).

4.9 Special Consideration

Special consideration may be given, **following** an examination, to learners who were disadvantaged when they took the examination by illness, injury or adverse circumstances. Special consideration cannot remove the difficulty which was faced but instead attempts to go some way to assist the learner affected.

Special consideration may result in a small adjustment to the mark of the candidate. The size of the adjustment depends on the individual learner’s circumstances and the evidence presented. In accordance with CILEx policy, **the maximum adjustment permitted is 5%.**

A special consideration application does not automatically lead to a mark adjustment. Each application is considered on its merits.

Learners undertaking the tasks for the Professional Skills assessments can arrange with their centre to re-do any tasks, if they consider that they have been unsuccessful due to illness, injury or adverse circumstances.

The **CILEx Special Consideration Policy and Procedures – Level 3 and Level 6 Professional Qualifications and Level 3 Legal Services Knowledge Qualifications** is available on the CILEx website, here: www.cilex.org.uk/study/information_for_students

Queries about special consideration can be raised with the Membership Team at CILEx (see section 5).

4.10 Enquiries about Results and Appeals

Enquiries about results

CILEx has in place a wide range of checks and quality assurance procedures to ensure that every learner who takes an assessment receives a result which accurately reflects their performance in the assessment.

However, on occasion, a learner may consider that their assessment result is not an accurate reflection of their performance. In such cases a learner may challenge the mark/grade they have received. Learners can request enquiries about results irrespective of the grade they have received. For Law and Practice, learners can opt to request a clerical check of their result **AND/OR** a re-mark of their answer script.

The tasks for the Professional Skills assessments are initially marked by the learner's accredited centre before being quality assured by CILEx assessment personnel. It is only when a centre considers that a learner has met the criteria for a pass that the learner's assessments can be submitted to CILEx for consideration.

Learners who wish to challenge their accredited centre's assessor's decision that their work has not met the pass criteria must raise their concerns with their tutor/s. If a learner is not satisfied that their concerns have been addressed by their centre, they are advised to write to the Membership Team at CILEx (see section 5).

Following CILEx's quality assurance checks of the learner's Professional Skills assessments, CILEx releases results notifications awarding either a Pass or Fail. CILEx also writes to each centre to inform the centre of its decisions and the reasons for those decisions. Learners receiving a Fail result are entitled to challenge this decision, but are advised to speak to their centre in the first instance as CILEx will have forwarded to the centre the rationale for the Fail result. Where a learner considers the reasons forwarded to the centre insufficient or unfounded, the learner can request a clerical check **AND/OR** a quality assurance review.

The **CILEx Enquiries about Results Policy and Procedures – Professional and Legal Services Knowledge Qualifications** is available on the CILEx website, here: www.cilex.org.uk/study/information_for_students

Queries about enquiries about results can be raised with the Membership Team at CILEx (see section 5).

Appeals

Learners are permitted to appeal the outcome of enquiries subject to the requirements set out in the CILEx Qualifications Appeals Policy and Procedures which is available on the CILEx website: www.cilex.org.uk/study/information_for_students

Learners are also permitted to appeal CILEx decisions in relation to reasonable adjustments, access arrangements or special consideration applications subject to the requirements set out in the CILEx Qualifications Appeals Policy and Procedures: www.cilex.org.uk/study/information_for_students

4.11 Certification – qualification certificates

After the January and June assessment sessions, CILEx produces qualification certificates for learners who have successfully completed the required combination of units within the qualification structure.

A qualification certificate is produced for candidates who have achieved one or more of the Level 6 Law and Practice units (*units 1-21*) at an assessment session. The credits achieved for each unit are recorded on the certificate. Grades are not recorded on the certificate. The qualification is formally awarded as the CILEx Level 6 Certificate in Law and is endorsed with the legal area in which it is undertaken, e.g. *CILEx Level 6 Certificate in Law (Contract Law)*. This title appears on the learner's certificate because it is the accredited qualification title.

Learners who successfully complete both Professional Skills units will receive a qualification certificate to recognise that they have successfully achieved the Level 6 Certificate in Law (*Legal Skills*). The qualification certificate sets out that the Level 6 Certificate in Law (*Legal Skills*) qualification has been successfully completed. The qualification is not graded.

Learners who have successfully completed the Level 6 Professional Higher Diploma in Law and Practice at the assessment session receive a qualification certificate confirming their achievement. The Level 6 Professional Higher Diploma in Law and Practice is not graded and, therefore, the certificate simply sets out that the qualification has been successfully completed.

Learners who have successfully completed the Level 6 Graduate 'Fast Track' Diploma at the assessment session receive a qualification certificate confirming their achievement. The qualification is formally awarded as the CILEx Level 6 Diploma in Legal Practice. This means that learners who successfully complete the Graduate 'Fast Track' Diploma will receive a certificate confirming they have successfully completed the Level 6 Diploma in Legal Practice. This title appears on the learner's certificate because it is the accredited qualification title. The Level 6 Graduate 'Fast Track' Diploma is not graded and, therefore, a grade is not recorded on the certificate.

All qualification certificates are sent out to learners within 25 working days of the release of the results notifications.

4.12 Recommended reading lists, past question papers, examiner's reports and suggested answers

Recommended reading lists for each unit are provided on the CILEx website (www.cilex.org.uk/study/information_for_students/statute_book_and_recommended_reading_info)

CILEx usually posts question papers on the website approximately one week after the end of the examination session for Law Units 1-14 and Practice Units 15-21. (www.cilex.org.uk/study/information_for_students/exams/past_papers)

Accredited centres are supplied with the live materials for the Professional Skills assessments (Units 22 and 23). As these materials are for use with learners until CILEx informs centres of their withdrawal as live materials, these materials must be kept safely and **not** used as practice materials after a particular learner group has used them.

Examiners' Reports and Suggested Answers for Law Units 1-14 and Practice Units 15-21 are posted on the website shortly after the release of the examination results. (www.cilex.org.uk/study/information_for_students/chief_examiners_reports/ce_reports)

CILEx permits the use of statute books for some Level 6 examinations. Learners should refer to the CILEx Level 6 Qualifications – Recommended reading for learners and the

CILEx Examination Regulations, for details of the statute books which are permitted to be used in examinations, along with the regulations on the use of statute books. (www.cilex.org.uk/study/information_for_students/statute_book_and_recommended_reading_info)

4.13 Retention of materials

CILEx retains learners' examination answer scripts and Professional Skills assessments for 6 months after the examination and assessment sessions. After 6 months CILEx retains a sample of learners' work and securely destroys all scripts and Professional Skills assessments which are no longer required.

4.14 Learner Malpractice

CILEx has in place policies and procedures for dealing with cases of alleged learner malpractice. Learners are referred to CILEx Malpractice Policy and Procedures – CILEx Learners; and CILEx Malpractice and Maladministration Policy and Procedures – CILEx Accredited Centres, on the CILEx website, here:

www.cilex.org.uk/study/information_for_students

4.15 Missing/lost/damaged scripts

CILEx has in place a policy in the unlikely event that learners' examination answer scripts are lost, damaged or destroyed. Centres and learners are referred to 'The Security of Examination Scripts Policy' on the CILEx website, here:

www.cilex.org.uk/study/information_for_students

4.16 Release of examination answer scripts

Learners' examination scripts for all the Law and Practice units are the property of CILEx and are not released to learners' or tutors.

Section 5: CILEx Contacts

CILEx Address:

CILEx
Kempston Manor
Kempston
Bedford
MK42 7AB

CILEx Website: www.cilex.org.uk

Main switchboard telephone number: 01234 841000

The following table identifies the key responsibilities of different CILEx departments, to help learners' and tutors direct their enquiries to the relevant department. All information is available and regularly updated on the website

Department/Team	Key Responsibilities
<p>Membership Contact Centre</p> <p>Email: membership@cillex.org.uk</p> <p>Telephone: 01234 845777</p>	<ul style="list-style-type: none"> ▪ Learner/Member/Fellow applications and fees ▪ Advice on qualifications ▪ CPD advice ▪ Qualifying Employment enquiries ▪ Subscriptions ▪ Work-based learning queries ▪ Membership upgrades ▪ General advice on Practice Rights ▪ Examination and assessment registration, regulations & fees ▪ Examination centres ▪ Examination admission permits ▪ Examination notifications and results ▪ Advice on qualifications ▪ Centre accreditation ▪ CILEx qualification rules & regulations ▪ Reasonable adjustments/access arrangements ▪ Special consideration ▪ Enquiries about Results and appeals: clerical checks and re-remarks, and quality assurance reviews ▪ Exemptions ▪ ID requirements for examinations ▪ Complaints
<p>CILEx Regulation</p> <p>Email: info@cillexregulation.org.uk</p> <p>Telephone: 01234 845770</p>	<ul style="list-style-type: none"> ▪ Code of Conduct ▪ Membership application matters ▪ Membership disciplinary matters ▪ Complaints against CILEx members
<p>Policy and Governance</p> <p>Email: corporateaffairs@cillex.org.uk</p> <p>Telephone: 01234 841000</p>	<ul style="list-style-type: none"> ▪ Corporate governance ▪ Equality and Diversity