

Locating and Confirming Overseas External Examination Centres



Guidance for Candidates – January 2018 Examinations

CILEx reminds overseas distance learning candidates (including those enrolled with CILEx Law School (CLS), Cardiff College Online, Guildford College, The Law Academy or Heart of Worcestershire College) that they must contact CILEx Assessment Team prior to submitting their examination registration application by contacting awards@cilex.org.uk

Overseas candidates (including those who are re - sitting examination(s) and/or are no longer enrolled or attending an accredited learning centre) are required to locate and organise their own external examination centre, such as a local College, University or British Council (where relevant) and of which must meet and comply CILEx's examination centre requirements. Under no circumstances will CILEx permit examinations to be held at an employer's premises.

The external examination centre must be able to comply with the CILEx examination timetable which is strictly enforced. Candidates must check there are no national public holidays that fall on the CILEx examination dates. Examinations must be held on the correct date(s) and time(s) in accordance with the examination timetable, and no exceptions will be made. Examinations will be held at your local time in your country (not UK time) at 9:30am or 14:00hrs depending on the schedule of the timetable.

The examination start time(s) and date(s) are strictly enforced by CILEx. Where examination centres are not able to comply with CILEx requirements, alternative premises **must** be located who are able to comply with all CILEx requirements to host examinations.

The examination room accommodation, centre administration, invigilation and fees for secure courier delivery return of examination materials to CILEx is the responsibility of the CILEx candidate to pay direct to the hosting Examination Centre. This also applies to candidates who withdraw from, cancel or do not attend their examination(s). CILEx will **not** be liable for any fees incurred or as required by the hosting examination Centre.

Please ensure that you allow sufficient time to locate and make the examination centre arrangements **before** registering for examinations with CILEx. **CILEx reserves the right to refuse overseas examination applications where candidates have not arranged or confirmed their overseas examination centre to CILEx by 20 October 2017.** Refunds and credits are not available in this situation.

IMPORTANT INFORMATION

CILEx reserves the right to decline to approve external examination centres which do not comply with CILEx Examination Centre requirements. CILEx will confirm its decision to approve or refuse an application by an overseas candidate to sit at an overseas external centre within 5 days of receipt of all the required information. If a candidate does not agree with CILEx's decision not to approve the external examination centre, there is a right of appeal to the Head of Qualifications whose decision is final.

If you prefer to sit your examinations in the United Kingdom, it is essential that you **first** contact the Assessment Team at CILEx to discuss the process how to apply and enter for your examinations. No changes to examination centres will be accepted after the published exam entry closing date.

It is the candidate's responsibility to obtain and be aware of the location of the examination centre address with examination room details for where the CILEx examination(s) are to be held. It is essential that the examination candidate obtains this information **direct** from the **examination centre** in **advance** of the examination date(s) and be kept informed and be notified of any changes of details that the examination centre may make.

- ❖ CILEx will **not** be held responsible if a candidate arrives at an incorrect examination centre address, or, designated examination room, or, if the Examination Centre fails to inform candidates of where to attend for the examination(s).
- ❖ Where CILEx candidates do not attend their examinations, the hosting external examination centre may still require payment of their hosting fees. If candidates are unable to attend examinations they should inform the hosting external examination centre in good time and CILEx as soon as possible.
- ❖ Following the CILEx Examination and Professional Skills Registration Regulations, all candidates are required to study the subject units they are entering for with a CILEx accredited centre (course/learning provider). This applies to **all** CILEx examinations and Professional Skills assessments, there are **no** exceptions. Candidates will be unable to sit examinations or submit Professional Skills assessments without a valid examination entry. Candidates who have not studied with a CILEx accredited centre will not be entered for the examinations and any examination scripts or assessments submitted will not be marked or quality assured by CILEx. Refunds and credits are not available in these circumstances. All candidates must comply with the Examination and Professional Skills Registration Regulations.
- ❖ Level 3 and Level 6 candidates must be enrolled as valid members with CILEx. Membership subscription fees and any associated fees must be paid up to date at the time of registering into your examination or submission of Professional Skills assessments. If candidate subscriptions or any associated fees are not paid in full by the examination results release date, CILEx will withhold candidate examination /Professional Skills assessment results and certificates.
- ❖ Level 6 Single Subject candidates are not required to be enrolled as members but must pay the non-member fee per examination/Professional Skills registration
- ❖ **No** requests for changes to examination applications will be authorised if received after 12 Noon (UK time) on 27 October 2017 for the January 2018 examination session. Each amendment to an examination application is subject to £15 administration charge. Refunds and credits are not available in these instances.

Candidates should contact CILEx Assessment Team if they need further guidance at awards@cilex.org.uk

OVERSEAS EXTERNAL EXAMINATION CENTRE DETAILS – JANUARY 2018

Further to my January 2018 examination application, I confirm that I have sought and gained permission from:

Mr/Mrs/Miss/Ms _____

at _____

For CILEx examinations to be hosted at the premises as follows:

Name of Hosting Organisation: <i>(College, University or British Council)</i>
Full International Postal Address: <i>(PO BOX addresses will <u>not</u> be accepted)</i>
Contact Name and Email Address:
Telephone Number and Fax Number:

I confirm that I am personally responsible to ensure all fees as required by the hosting external examination centre are paid direct to the organisation (in their agreed timeframe) and which may include:

- Examination Room Accommodation/ Administration fees
- Invigilation fees
- Secure registered posting delivery services/Courier fees for return of examination material to CILEx
- Should I withdraw from, cancel or do not attend the examination(s) that I am responsible for the return costs of the examination material to CILEx and of which will be paid direct to the external examination centre.
- I agree that it is my own responsibility to maintain contact with the hosting external examination centre and obtain specific details regarding the location address of the examination room in advance of the examination date(s)

Name:
Membership Number:
Preferred Email Address:

Contact Address:
Signed:
Date:

Please complete and return by **20 October 2017** to;

Ellie Smith
eloise.smith@cilex.org.uk
Assessment Administrator