

CILEx SYNOPTIC ASSESSMENT REGULATIONS 2020



LEVEL 3 DIPLOMA IN LAW AND LEGAL SKILLS

The CILEx Synoptic Assessment Regulations apply to learners undertaking the Synoptic Assessment for the Level 3 Diploma in Law and Legal Skills and centres delivering the qualification.

General Information

You are required to complete a synoptic assessment as part of your studies towards the Level 3 Diploma in Law and Legal Skills. The synoptic assessment takes place at the end of the programme of study and draws together the knowledge and skills that you have developed over your two years of study. It comprises 4-6 tasks, with each task based on a different scenario, representing the work in a typical in-tray. The synoptic assessment dates and deadlines are set out in the CILEx Key Dates and Deadlines document, which is available on the CILEx website.

You should note the following:

- a) The centre will present you with the scenarios and tasks on the first day of the synoptic assessment window via the CILEx e-assessment platform.
- b) During the synoptic assessment window, your centre will arrange for you to have 10 hours of supervised time over the course of the week to produce your final assessment for submission.
- c) You will complete the synoptic assessment using the CILEx e-assessment platform.

At the end of the week long synoptic assessment window your completed synoptic assessment is submitted to CILEx by your centre via the e-assessment platform for marking and quality assurance. All assessments are to be submitted by 5pm on the final day (Friday) of the synoptic assessment window.

Protecting the integrity of the Level 3 Diploma in Law and Legal Skills Synoptic Assessments

CILEx has a responsibility to protect the integrity of the CILEx synoptic assessments and to take appropriate measures to be certain that your work is your own.

All Level 3 Diploma in Law and Legal Skills learners are therefore required to comply with the regulations set out below.

Regulations

1. You must ensure that your conduct whilst carrying out research and preparation for the synoptic assessment, and in producing your work does not undermine the integrity of the qualification. Learners whose actions may be considered to undermine the integrity of the qualification will be investigated by CILEx in accordance with the CILEx Malpractice Policy and Procedures – CILEx Learners. The following acts as guidance as to actions which may undermine the integrity of CILEx qualifications:
 - (i) Failing to produce individual and original work for the synoptic assessment;
 - (ii) Failing to keep your work, including research and preparation, for the synoptic assessment secure;
 - (iii) Sharing notes, research or similar materials for the synoptic assessment with other learners. (This includes but is not limited to providing a fellow learner with a copy of

- your notes, research, or similar materials on a memory stick, via email or in hard copy, or similar actions which could affect the security of your work.)
- (iv) Working together with another learner/s when making notes, carrying out research or similar preparation for the synoptic assessment.
 - (v) Copying the notes, research, or similar materials of another learner in preparing for and/or producing responses for the synoptic assessment;
 - (vi) Failing to ensure that sources of information are clearly identified and referenced. Plagiarism, which is defined as 'passing off someone else's work as your own either intentionally or unintentionally', is a serious offence;
 - (vii) Failing to comply with the supervisor's instructions during a supervised synoptic assessment session;
 - (viii) Communicating with another learner during a supervised synoptic assessment session;
 - (ix) Accessing the internet during a supervised synoptic assessment session;
 - (x) Altering or interfering with CILEx assessment documentation, for example, result notifications or certificates.

2. You are allowed to bring your notes and research produced whilst preparing for the synoptic assessment into your supervised synoptic assessment sessions.
3. You are permitted to carry out further preparation and research during the synoptic assessment window outside of the 10 hours of supervised time.
4. Following each supervised synoptic assessment session, you are permitted to take your notes and research with you.
5. You are **not** allowed to access the internet during your supervised synoptic assessment sessions.
6. You are **not** allowed access to the CILEx e-assessment platform outside of the 10 hours of supervised synoptic assessment sessions.
7. In the event that you do **not** attend the full 10 hours of supervised synoptic assessment sessions provided by your centre, your synoptic assessment must be submitted to CILEx at the end of the synoptic assessment window (5pm on Friday). If you have been unable to attend supervised synoptic assessment sessions due to temporary illness, injury, medical indisposition or non-medical indisposition you should refer to the CILEx Special Consideration Policy and Procedures.

Penalties for learner malpractice

You are expected to act professionally and honestly when preparing for and producing your synoptic assessment and must comply with the CILEx Synoptic Assessment Regulations. Any suspected breaches of the regulations will be reported to CILEx and may result in a malpractice investigation.

CILEx may impose penalties on you in the event that malpractice is proven. The Qualifications Malpractice Committee determines the penalties to be imposed. The criteria set out below show the level of penalty imposed if you are found to have breached the Synoptic Assessment Regulations. The criteria are **not exhaustive** but provide a benchmark against which individual cases are considered.

In order to ensure the integrity of CILEx qualifications it is important that CILEx takes action in cases where the integrity of an assessment or qualification has been undermined. CILEx will, where possible, take action to protect CILEx learners caught up in malpractice incidents through no fault of their own. However, in some cases in order to protect the integrity of the CILEx qualifications it may be necessary for CILEx to withhold and/or revoke the results/certificates of CILEx learners or not accept work from CILEx learners, who were not themselves culpable for the malpractice which took place, but where there is evidence that the assessment has been compromised and that results and/or certificates may therefore be invalid.

Penalty	Criteria
Written warning	Minor breach of the regulations which does not affect the

	<p>integrity of the assessment, for example:</p> <ul style="list-style-type: none"> ▪ Plagiarism – a limited amount of material from a published source not referenced in a synoptic assessment but which does not call into question your achievement of the assessment requirements. ▪ Failing to keep your work for the synoptic assessment secure which has not had an adverse impact on the integrity of the assessment. ▪ Minor breach of the Supervisor’s instructions during a supervised synoptic assessment session which does not affect the integrity of the assessment.
Assessment result declared void	<p>Significant breach of the regulations which affects the integrity of the synoptic assessment, for example:</p> <ul style="list-style-type: none"> ▪ Notes, research or similar materials shared with another learner. ▪ Copying the notes, research or similar materials of another learner. ▪ Working together with another learner (or other learners) when making notes, carrying out research or similar preparation for the synoptic assessment. ▪ Colluding with another learner (or other learners) during the synoptic assessment supervised sessions. ▪ Accessing the internet during the synoptic assessment supervised synoptic assessment sessions. ▪ Accessing the CILEx e-assessment platform outside of the supervised synoptic assessment sessions. ▪ Serious failure to comply with a supervisor’s instructions during a synoptic assessment supervised session. ▪ Taking part in more than 10 hours of synoptic assessment supervised sessions unless additional hours had been approved by CILEx, for example, in relation to a reasonable adjustment or access arrangement. ▪ Plagiarism – a substantial amount of material from a published work (including the internet) not referenced for the synoptic assessment. ▪ Failing to keep your own work for the synoptic assessment secure, thereby jeopardising the integrity of the assessment. ▪ Altering or interfering with CILEx learner assessment documentation for example, results notifications or certificates.

The Malpractice Policy and Procedures – CILEx Learners Level 3 Diploma in Law and Legal Skills is available on the CILEx website.

Synoptic Assessment Results

You should refer to the CILEx Level 3 Diploma in Law and Legal Skills Key Dates and Deadlines (www.cilex.org.uk) for the synoptic assessment results release date. The synoptic assessment results are sent to your centre.

Special Consideration

If you wish to request **Special Consideration**, for example, for illness or adverse circumstances at the time of the synoptic assessment, you should discuss this with your tutor. Accredited centres are responsible for applying for special consideration on behalf of a learner in accordance with the ‘CILEx Special Consideration Policy and Procedures – Level 3 Diploma in Law and Legal Skills’ which is posted on the website. The deadlines for special consideration requests are set out in the Key Dates and Deadlines.

Special consideration requests received by CILEx after the deadlines will **not** be processed under any circumstances.

Results Enquiries and Appeals

The CILEx Enquiries and Appeal Policy – Level 3 Diploma in Law and Legal Skills provides information about the results enquires and appeals process. This policy is available on the CILEx website (www.cilex.org.uk). You should speak to your tutor if you would like to request a results enquiry. Your centre is responsible for requesting results enquiries on your behalf.