

## **GUIDANCE & PROCEDURE FOR OVERSEAS CANDIDATES – SITTING AT EXTERNAL EXAMINATION CENTRES**

Candidates who wish to sit their CILEx examinations overseas are required to locate their own suitable examination accommodation to hold and administer their CILEx examinations, such as a local college, university or British Council (where relevant). These candidates will usually be or have studied with CILEx Law School (CLS), Cardiff College Online, Guildford College, The Law Academy or Heart of Worcestershire College. It is the candidate's own responsibility to make the arrangement in good time (and before submitting an examination application to CILEx) which must be approved by the CILEx Assessment Team. Under no circumstances will CILEx permit examinations to be held at an employer premises or other unsuitable organisations. To avoid delays in processing examination applications, arrangements should be made by the candidate and confirmed by the hosting organisation before a candidate registers for examinations.

CILEx examinations are currently only provided overseas by CILEx approved learning centres in Bermuda and Gibraltar. All candidates at all levels of qualification and subjects must undertake an approved course of study delivered by a CILEx accredited learning centre before entering for examinations. There are approximately 80 CILEx UK approved centres across England and Wales where the full range of CILEx qualifications are delivered. Most overseas candidates will study via distance learning, by purchasing course material, and undertaking assignments with CILEx Law School (CLS), Cardiff College Online, Guildford College, The Law Academy or Heart of Worcestershire College. **NB:** Candidates must be enrolled with a CILEx approved learning centre. Study by the use course manuals alone is not accepted by CILEx as an approved course of study and entry to examinations will not be permitted.

CILEx reserves the right to refuse overseas examination registration applications where candidates have not arranged/ confirmed their external examination centre by the closing date for the examination session i.e **28 October 2016** in respect of the **January 2017** examination session and **13 April 2017** in respect of the **June 2017** examination session.

Candidates who have difficulty in making arrangements to take examinations in their own country, should contact the CILEx Assessment Team in good time before the examination session opens and before registering for examinations - by the published examination registration deadline(s).

When a candidate has obtained the agreement from an external examination centre to host their CILEx examinations, they must forward full details to the Assessment Team at CILEx by using the Locating and Confirming Overseas External Examination Centre form (enc) and by no later than **12 noon (UK time) 28 October 2016** in respect of the **January 2017** examination session and **12 noon (UK time) 13 April 2017** in respect of the **June 2017** examination session. CILEx has a limited late registration period, where candidates are able to enter for their examinations after the session intake closing date. These applications will be accepted with an additional late fee of £60.00 with the examination fee. The £60.00 late entry fee is per application not per subject unit entered.

If an overseas candidate wishes to sit their examinations in England and Wales, it is essential that they contact the CILEx Assessment Team to discuss the process to apply and register for examinations. No changes to examination centres will be accepted after the published examination registration closing date.

- No requests for changes to examination applications will be authorised if received after **12 noon on 28 October** for the **January 2017** examination session or **13 April 2017** for the **June 2017** examination session. Each amendment is subject to £15 administration charge per change. Refunds and credits are not available in these instances.

Candidates are advised that they should only register for examinations when the CILEx approved course of study has been completed in full and they are confident, ready and able to sit the examination. If an approved course of study has been completed and the candidate is ready to sit examination(s) in the next available examination session, they must register for examinations online to make a quick, easy, instant application with payment by credit or debit card by way of the myCILEx section of [www.cilex.org.uk](http://www.cilex.org.uk) Further information of registering can be located in the Examination Registration Process section of this guidance. NB Candidates must not enter or make payment for early/future Professional Skills Assessments or examinations.

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## Locating a Suitable External Examination Centre

Overseas candidates should contact the following organisations for agreement and permission to sit CILEx examinations;

- Local college or university in their area
- Local school in their area
- The British Council (where applicable) <http://www.britishcouncil.org/contact>

**NB:** Where examination centres are not able to comply with CILEx requirements, alternative premises must be located which are able to comply with all CILEx requirements to host examinations.

### HM Forces Overseas and HM Ships

- If you are serving or live with your life partner/spouse on base and want to take examinations where you are based, you should contact the CILEx Assessment Team in good time before the exam session opens and before registering for examinations - by the published closing registration deadline of **21 October 2016** in respect of the **January 2017** examination session and **6 April 2017** in respect of the **June 2017** examination session.

Before the organisation agrees to hold CILEx examinations the candidate must confirm that the organisation is able to meet the following CILEx requirements;

- Availability of the scheduled examination dates and set times (noting any national public holiday dates). Examinations are held at local time to your country (not UK time) at 9:30am or 14:00hrs depending on the CILEx published examination timetable. Confirmation that the organisation is able to provide experienced, reliable and strictly impartial invigilator(s) on the required examination date(s) and set examination time(s)
- Have secure fireproof, lockable cupboards or room for storage of examination materials
- Provide suitable room for examinations
- Agree to comply with CILEx Instructions to Examination Centres and Invigilators and Extended Guidance 2016.

## Hosting External Examination Centre Agreement & Fees

When you have obtained agreement from a suitable examination centre to host your CILEx examinations, full information of the hosting examination centre must be submitted to the CILEx Assessment Team by **28 October 2016** for the **January 2017** examination session and **13 April 2017** for the **June 2017** examination session. Written confirmation of the hosting external examination centre's agreement to accommodate and invigilate the examinations must be obtained and confirmed to CILEx by completing the CILEx Locating and Confirming Overseas External Examination Centre document – available upon request from the Assessment Team [awards@cilex.org.uk](mailto:awards@cilex.org.uk)

- The following information is required;
- Name of organisation (e.g College or University)
- Full postal address (PO Box addresses are not accepted)
- Contact Name & job title
- Contact's telephone/fax number/Email address

CILEx requires this information to notify the agreed hosting external examination centre of the examination details of the candidate who will be attending for their CILEx examination(s). The examination centre will be informed of:

- Full name of the CILEx candidate
- Examination qualification level and subject(s)
- Examination timetable and candidate identity documents required
- CILEx Instructions to Examination Centres and Invigilators and Extended Guidance 2016
- Examination material delivery address document
- Confirmation to the hosting external examination centre that it is the candidates own responsibility to provide the examination centre's fees as required (within the agreed timescale as set by the hosting external examination centre)
- Confirmation to the hosting external examination centre that it is the centre's responsibility to provide full details of the location and address of the examination room to the CILEx candidate and must maintain contact and keep both the CILEx candidate and CILEx informed of any change of details that the hosting external examination centre may make.

The hosting external examination centre will be required to confirm that they can and will comply with the requirements of the CILEx Instructions to Examination Centres and Invigilators and Extended Guidance 2016.

Please forward the above details to CILEx Assessment Team by completing the **CILEx Locating and Confirming Overseas External Examination Centre** document available at the end of this document.

CILEx will confirm its decision to approve or refuse an application by an overseas candidate to sit at an overseas external examination centre within 5 days of receipt of all the required information.

If a candidate does not agree with CILEx's decision to refuse the application there is a right of appeal to the Head of Qualifications which is final.

- The hosting external examination centre will charge candidates a fee to cover the costs of the examination room, administration, invigilation and the return costs of the examination script(s) and material to CILEx by (preferably) courier or registered track able secure post. NB This also applies to candidates who decide to withdraw from or cancel or do not attend their examinations.

This local fee should be paid direct to the hosting external examination centre where the candidate will sit their examinations and is in addition to the examination registration fee as paid to CILEx. CILEx will not be held responsible for any of the local cover fees as required by the hosting external examination centre. If a candidate does not attend the examinations on the day it is likely the centre will still require their cover fee and it may not be refundable **NB:** This also applies to candidates who decide to withdraw from or cancel or do not attend their examinations.

- During the examination session, all candidates will be examined by the same written paper examination, on the same date and at the same (local) time in their country, in accordance to the published CILEx examination timetable.

It is important that the hosting external examination centre can easily contact candidates. Therefore, candidates must ensure that the hosting external examination centre (and CILEx Assessment Team) have their up-to-date contact information, especially if there is a change to their address, email or telephone contact details.

## **The Examination Timetable**

- CILEx examination sessions are held in January and June each year. The examination timetable must be kept in mind when making plans such as booking holidays, noting any public, national holidays or work commitments. It is very important that candidates register for examinations and or submission of provisional pass marked Professional Skills assessments while the examination registration period is open. If candidates do not complete the registration process and pay the examination fees by the end of the registration period, they will not be able to register to sit examinations until the next examination session opens. To ensure that candidates do not miss the opportunity to sit examinations, it is their own responsibility to make sure that they are aware of the examination session registration opening and closing dates and be able to take the examinations on the designated published examination timetable date(s) and time(s).

It is also the candidate's own responsibility to register for examinations and or submission of provisional pass marked Professional Skills assessments by the registration closing date and not rely on third parties to do this for them.

Examinations will be held on the published dates and times within the CILEx timetable. Examinations will be held at 9:30am and 14:00hrs (at the local time in the candidates' country) not UK time) - in accordance with the published timetable.

Examination timetables and Key Dates and Deadlines can be located from the Study/Information for Candidates pages of [www.cilex.org.uk](http://www.cilex.org.uk)

## **Examination Registration Process**

- Registration and payment to the CILEx online examination registration service is made via the myCILEx section of [www.cilex.org.uk](http://www.cilex.org.uk) Payment can be made by credit or debit card only. Invoices will not be raised. Please note it is essential that a CILEx approved course of study has been completed before registering for any examination(s) or submission of Professional Skills assessments. A candidate must also be registered members of CILEx, with membership subscription fees paid up to date and have no arrears on their CILEx account.
- Candidates who wish to sit a Level 6 Single Subject Diploma or submit provisional pass marked Level 6 Professional Skills assessments are not required to be enrolled as members of CILEx but are required to pay a non-member registration fee in addition to the examination registration fee.

- New CILEx candidates and Non Members taking Level 6 Single Subject Diploma's or submission of provisional pass marked Level 6 Professional Skills assessments, must open an account in the myCILEx section of [www.cilex.org.uk](http://www.cilex.org.uk) to be able to access and proceed to the online examination registration service. This is a separate procedure to enrolling with CILEx as a candidate member or registering at an approved study centre for courses.
- Non-members registering for Level 6 Single Subject Diploma's only can register for a myCILEx account using the registration service located as shown below. Non-member account applications may take two working days for CILEx to process, sufficient time must be allowed for an account to be established and to be able to proceed to the online examination registration service.

[http://www.cilex.org.uk/study/exams/exam\\_registration/oer\\_member.aspx](http://www.cilex.org.uk/study/exams/exam_registration/oer_member.aspx)

### **Sitting Your Examination**

- Once a candidate has registered and made payment for their examinations and/ or submission of provisional pass marked Professional Skills assessments and they change their mind or decide they are not ready to sit their examinations or submit their Professional Skills assessments, CILEx will not refund or credit the registration examination fees as paid to CILEx. If a candidate knows in advance that they will not be able to sit their examinations, they should contact the CILEx Assessment Team and the hosting external examination centre as soon as possible.

CILEx reminds candidates who wish to sit examinations overseas, that it is their own responsibility to make appropriate arrangements as outlined in this guidance. Please ensure that sufficient time is allowed to make the external examination centre arrangements before registering for examinations with CILEx.

It is essential that the CILEx candidate maintains contact with CILEx and the hosting external examination centre. CILEx appreciates the time zone difference between international countries and the United Kingdom. CILEx respectfully requests for prompt attention and good timely response to all communication & requests provided by both CILEx and the hosting external examination centre.

Please contact the CILEx Assessment Team should you need further guidance, [awards@cillex.org.uk](mailto:awards@cillex.org.uk) or telephone + 44 (0)1234 845727



## **Locating and Confirming Overseas External Examination Centre – Guidance for January 2017 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](mailto: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. **NB:** Examinations will be held at your local time in your country (not UK time)

The examination start time(s) and date(s) are strictly enforced by CILEx. NB 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 by the candidate to the hosting Examination Centre. NB This also applies to candidates who decide to withdraw from or cancel or do not attend their examinations.

CILEx will **not** be liable for any fees incurred or required by the hosting examination Centre.

Further information and guidance is available from The Guidance & Procedure for Overseas Candidates – External Centres via [www.cilex.org.uk](http://www.cilex.org.uk)



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 28 October 2016. 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 28 October 2017** for the **January 2017** 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 [alice.brown@cilex.org.uk](mailto:alice.brown@cilex.org.uk) or [awards@cilex.org.uk](mailto:awards@cilex.org.uk) or telephone +44 (0)1234 845727. Please complete all sections of the document as follows;

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### Overseas External Examination Centre Details - January 2017

Further to my January 2017 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

<p><b>Name of hosting organisation</b> (College, university or British Council) (BLOCK CAPS)</p>
<p><b>Full International Postal Address</b> (PO BOX addresses will <u>not</u> be accepted) (BLOCK CAPS)</p>
<p><b>Contact Name</b> (BLOCK CAPS)</p> <p><b>Email Address</b> (BLOCK CAPS)</p>
<p><b>Telephone and Fax Number</b> (inc international and area code)</p>

**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:

**(BLOCKCAPS)** \_\_\_\_\_  
\_\_\_\_\_

Membership No: \_\_\_\_\_ Preferred Email address \_\_\_\_\_

Contact Address \_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please complete and return by **28 October 2016** to; Alice Brown, CILEx Assessment Team, [alice.brown@cilex.org.uk](mailto:alice.brown@cilex.org.uk) or Fax +44 01234 840373