

CILEx Examination and Professional Skills Registration Regulations



Level 3 and Level 6 Professional Qualifications

All candidates must comply with the Examination & Professional Skills Registration Regulations as seen below. Please read them carefully as they form the rules of entry for the examinations and professional skills assessments, by entering examinations you are agreeing to these regulations.

All candidates must comply with the Examination Regulations and the Professional Skills Assessment Regulations which apply to all candidates taking Examinations or Assessments, candidates must read these regulations carefully, a copy of these regulations can be found at https://www.cilex.org.uk/study/information_for_students

1. Examination & Professional Skills Registration Deadlines

Candidates are required to present a valid exam entry and will be unable to sit examinations or submit assessments without valid entry.

Assessment registration forms will not be accepted after the Late Examination Entry Closing Date set out here

https://www.cilex.org.uk/study/information_for_students/exams/exam_registration.

If registrations are received during the late entry period a charged as set out here

https://www.cilex.org.uk/study/information_for_students/exams/exam_registration

The opening and closing registration window for each session will always be **noon UK time** on the published dates.

CILEx does **NOT** accept assessment registration forms submitted by fax or over the telephone

2. Examination & Professional Skills Entry forms

- Requests for amendments to examination entry forms (including but not limited to examination subjects, examination centres and learning providers) will incur an administration fee.
- Errors on examination entry forms (including but not limited to examination subjects, examination centres, learning providers and payment details) will incur an administration fee.
- Declined payments, CILEx will attempt to process payments on two occasions before contacting the learner. Should the payments fail on these two occasions and the learner is contacted an administration fee will be applied.

The administration fee will be payable as listed here

https://www.cilex.org.uk/study/information_for_students/exams/examination_assessment_fees

3. Accredited Centres

ALL candidates are required to study the units they are entering for with a CILEx accredited centre (course/learning provider). Candidates who have not studied with a CILEx accredited centre will **NOT** be entered into the examination session and any examination scripts or professional skills assessments submitted will **NOT** be marked or quality assured by CILEx.

Candidates **MUST** select the correct accredited centre, examination centre and examination unit when entering examinations or professional skills assessments.

An administration fee will be charged should the form be incorrectly completed.

4. Examination Centres

UK Based Candidates:

Candidates should take their examinations at their CILEx accredited centre (course provider), with the exception of distance learning candidates (including CILEx Law School, Cardiff College Online, Guildford College, Law Academy, Newcastle College Online and Heart of Worcester College of Technology) who **MUST** take their examinations at a CILEx external examination centre by choosing a centre from the list provided on the examination entry form.

Candidates taking examinations at a CILEx external examination centre must pay the external centre fee as listed here

https://www.cilex.org.uk/study/information_for_students/exams/examination_assessment_fees

Candidates who wish to change the external examination centre after the form has been submitted will be required to pay an external centre fee for the new centre. External Centre venue details can be found at

https://www.cilex.org.uk/study/information_for_students.

There is no external centre fee for Professional Skills Assessments.

Overseas Candidates:

Candidates studying at an Overseas CILEx accredited centre should take their examinations at their accredited centre (course provider), with the exception of overseas distance learning candidates (including CILEx Law School, Cardiff College Online, Guildford College, Law Academy, Newcastle College Online and Heart of Worcester College of Technology) who are required to organise their own examination centre, which must meet CILEx's examination centre requirements. Overseas distance learning candidates **MUST** contact CILEx **prior** to submitting the examination registration by contacting awards@cilex.org.uk. The fees for the examination centre are to be paid by the candidate.

Details of countries eligible for the overseas reduced assessment fee can be found at https://www.cilex.org.uk/study/information_for_students

Candidates taking examinations at an overseas external centre will **NOT** be required to pay CILEx an external examination fee.

5. Candidates sitting/submitting at more than one centre across Levels 3 and 6

Candidates studying at more than one accredited centre or sitting exams at both Level 3 and 6, are required to complete an examination entry **per** centre or level.

Candidates completing an exam at the wrong centre will be considered null and void by

CILEx and the examination will not be marked or quality assured by CILEx. Refunds and Credits are not available in these instances.

6. Professional Skills Assessments

It is essential that all candidates discuss Professional Skills Assessments with their tutors **before** deciding whether to register to have their assessments submitted for the examination session submission window.

CILEx will **NOT** refund or credit any Professional Skills assessment registration fees not submitted to CILEx because the centre does not consider the assessment meets the criteria for the pass standard.

CILEx will **NOT** refund or credit any Professional Skills assessment registration fees not submitted to CILEx because the centre does not deliver or the student does not submit their assessment in sufficient time to meet the centre or CILEx deadlines.

7. Examination Clashes

Candidates wishing to enter more than one examination scheduled at the same time must be aware that examinations will be rescheduled to take place back to back on the same day with minimal breaks. Candidates will be supervised at all times.

Candidates must ensure they are able to meet the requirements where there are examination clashes. CILEx will **NOT** refund or credit where the candidate is unable to sit exams due to the clash.

8. Resit Candidates

Resit candidates **MUST** check first with the CILEx accredited centre where they have studied the CILEx unit to confirm they are permitted to resit the examination at the centre. If the centre can accommodate the resit, written confirmation from the centre **MUST** be sent to awards@cilex.org.uk

This **MUST** be done **before** registering for examinations or professional skills assessments. Candidates will be unable to sit their examination or submit professional skills assessments without written confirmation being provided to CILEx.

Where the accredited centre is unable to accommodate the resit, candidates should enter themselves at a CILEx external centre and pay the external centre fee per examination unit entered.

9. Eligibility

Level 3 candidates must be enrolled as valid members with CILEx. Subscription fees and any associated fees should be up to date and paid at the time of entering examinations, sitting examinations and receiving examination results/certificates. If candidate subscriptions or any associated fees are not paid in full by the examination results release date, CILEx will withhold candidate examination results.

Level 6 candidates studying the Professional Higher Diploma in Law and Graduate 'fast-track' Diploma must be enrolled as valid members with CILEx and their subscription fees and any exemption fees should be paid up to date at the time of entering examinations, sitting examinations and receiving examination results/certificates. If candidate subscriptions or any associated fees are not paid in full by the examination results release date, CILEx will withhold candidate examination results.

Level 6 candidates studying the Single Subject Diploma are not required to be enrolled as members with CILEx, but must pay the **non-member fee** as listed here https://www.cilex.org.uk/study/information_for_students/exams/examination_assessment_fees per examination entry. This is **NOT** required per unit entered.

10. Fees

The correct fee **MUST** be submitted with the examination registration application. Applications received without the correct fee will incur an administration fee.

CILEx will **NOT** issue invoices for examination fees. Examination fees must be paid in full at the time of registration.

It is the candidate's responsibility to ensure that the correct examination registration entry and appropriate fees are submitted by the deadline. This is particularly relevant if a candidate is dependent on a 3rd party (e.g. employer, college) for the payment of fees.

Requests for a credit must be received with supporting evidence set out in the Key Dates & Deadlines document here https://www.cilex.org.uk/study/information_for_students.

Decisions regarding credit requests will be sent within 21 working days of receipt by CILEx on the provision that all required evidence has been provided to CILEx.

Your Right to Cancel:

You can cancel your entry without giving any reason within 14 days of the application being received by CILEx. Fees will not be refunded or credited after the cancellation period.

You must inform us of your decision to cancel your entry, by either emailing awards@cilex.org.uk or using the form in Appendix A. To meet the cancellation deadline, it is sufficient for you to send your communication before the 14 days' cancellation period has expired.

We will reimburse all payments received from you for the entry, no later than 14 days from the day on which received your communication of cancellation. We will use the same means of payment as you used for the initial transaction, unless you have expressly agreed otherwise. In any event, you will not incur any fees as a result as such reimbursement.

After the cancellation period has expired if a candidate enters themselves in error, the centre does not deliver or the candidate does not submit their assessment in sufficient time to meet the centre or CILEx deadlines fees will not be refunded.

Complaints:

We will try our very best to resolve your problem informally. In the first instance, please raise your informal complaint with the person or department you are dealing with as soon as possible.

You can do this in writing, over the telephone or, where relevant, in person. Every effort will be made to resolve the issue informally, and within the timeframe agreed between you and the member of staff concerned.

You have the right to initiate a formal complaint at any stage, we would ask you to consider using the informal route to resolution in the first instance. If you remain dissatisfied please email customerservice@cilex.org.uk to make a formal complaint.

11. Reasonable Adjustments, Access Arrangements and Special Considerations

Reasonable Adjustments:

Reasonable Adjustments can be made for students taking examinations or assessments to alleviate or remove the effect of a disability which places students 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.

Access Arrangements:

Access arrangements are for students 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/professional skills 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 students to demonstrate their attainment without affecting or circumventing the assessment requirements.

Special Consideration:

Special consideration may be given, **following** an examination, to students 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 student affected.

Special consideration may result in a **small** adjustment to the mark of the candidate. The size of the adjustment depends on the individual student'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.

Special consideration is not permitted for the Professional Skills assessments (Client Care Skills and Legal Research Skills).

Learners who consider they may require adjustments or considerations **MUST** ensure they are familiar with the CILEx Policies which can be found at https://www.cilex.org.uk/study/information_for_students

All requests must be made in writing, using the relevant application form, all of which can be located at https://www.cilex.org.uk/study/information_for_students. Requests **MUST** be received by the deadline set out in the Key Dates & Deadlines document here https://www.cilex.org.uk/study/information_for_students

All applications must be received with supporting evidence.

12. Examination Registration Acknowledgements

Online:

Automatic acknowledgements are generated immediately for online examination registrations. Candidates **MUST** check their entry and contact awards@cilex.org.uk immediately if there are any issues with the entry. Candidates who do not receive an automatic acknowledgement **MUST** contact the assessment team by email awards@cilex.org.uk 5 working days after submitting their entry to confirm that it has been received.

Offline (paper copy):

CILEx will acknowledge receipt of offline (paper copy) examination registration forms within 5 working days of receipt. Candidates **MUST** check their entry and contact awards@cilex.org.uk immediately if there are any issues with the entry.

Candidates who do not receive an acknowledgement **MUST** contact the assessment team by email awards@cilex.org.uk one week after submitting their entry to confirm that it has been received.

Candidates are responsible for ensuring that their examination entry is completed in full with full valid payment and reaches CILEx in sufficient time for the published deadline.

13. Candidate Admission Permits

Examination admission permits setting out the date, time and examination centre address for each examination are available to candidates online via myCILEx www.cilex.org.uk at **noon UK time** on the dates set out in the Key Dates & Deadlines document available here https://www.cilex.org.uk/study/information_for_students

Candidates requesting offline paper copy examination admission permits at the time of examination registration will have these issued by post.

The examination admission permit **MUST** be presented at each examination, therefore candidates requesting an online version, must have access to printer facilities.

Please Note: Professional Skills assessments appear on examination admission permits, however, they are not live examinations.

14. Candidate Identity Checks

Candidates must present proof of identity at the examination centre in addition to their examination admission permit. A list of the various forms of ID, which can be presented appears on the CILEx website. This information is also contained in the Level 3 and Level 6 professional qualifications handbook available at www.cilex.org.uk. Candidates with queries about the identity checks should contact the assessment team.

Candidates, who are unable to meet the CILEx identity check requirements, will **not** be permitted to take the examination. CILEx will not refund the examination fees for candidates who do not meet the CILEx identity check requirements.

15. Examination entries and sharing of data with CILEx accredited centres and regulators

All CILEx accredited centres will be advised of examination entries for each session, including instances where the candidate is not sitting the actual exam unit with the centre. Information on examination outcomes, including passes, fails, absentees and any withheld results will be made available to the candidates' CILEx accredited centre, CILEx's regulators, Ofqual, Qualification Wales, CCEA and CILEx Regulation.

Acceptance of this is a requirement of CILEx acceptance of entry. No other data will be shared with third parties unless the candidate has given written permission.

16. Declaration

CILEx requires candidates to sign the declaration at the end of the assessment registration form. Unsigned forms will not be processed. Where CILEx has to contact the candidate for the declaration to be signed, an administration fee will be charged.

**Appendix A – CILEx Examination and Professional Skills
Registration Cancellation Form**

**Examination and
Professional Skills
Registration Cancellation
Form**



To cancel your entry, you must inform CILEx of your decision by either emailing awards@cilex.org.uk or completing this form. Please refer to section 10 of the CILEx Examination and Professional Skills Registration Regulations before doing so.

I hereby give notice that I cancel my application of the following entry/s to the CILEx examinations/assessments:

Name:	
Membership Number:	
Examination Title:	
Signature:	
Date:	

Please return to:

Postal: Chartered Institute of Legal Executives, Kempston Manor,
Kempston, Bedford MK42 7AB

Email:

awards@cilex.org.uk