

The CILEx Examination Regulations apply to candidates undertaking examinations for the Level 3 and Level 6 Professional Qualifications and the Level 3 and 4 Legal Services Knowledge Qualifications:

1. Instructions to candidates

Candidate Registration Procedures and ID Checks

- (i) The dates, times and venues for the examinations are detailed on the examination admission permit. Candidates should ensure that they know where the examination is being held, to avoid any anxiety finding the venue on the day of the examination.
- (ii) All candidates are required to present a paper copy of their examination admission permit and proof of their identity, in accordance with the criteria in Appendix 1, to the invigilators at the examination centre;
- (iii) Candidates must have a paper copy of their examination admission permit and ID readily available for checking by the invigilator when entering the examination room.
- (iv) Invigilators are likely to start admitting candidates into the examination room approximately 15-20 minutes before the start of an examination.
- (v) 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.

Seating arrangements

- (vi) London Centre – candidates are seated in pre-numbered desks which correspond with the desk number appearing within their candidate number, for example, candidate number L3.10-114-123 indicates that the L3.10 is the examination subject number, 114 is the centre number and 123 is the desk number.
- (vii) Candidates should follow the invigilators' instructions with regards to seating arrangements at other centres.

Completing an examination

- (viii) At the start of the examination candidates should read carefully the **Instructions to Candidates** printed on the question paper to confirm how many questions are to be answered. Candidates should ensure that they:
 - Check if questions are continued over the page or on the reverse side of the question paper;
 - Read the questions carefully before answering them;
 - Write clearly in blue or black ink;
 - Clearly label answers to questions;
 - Complete the appropriate number of questions in accordance with the **Instructions to Candidates** printed on the question paper.
- (ix) Candidates must bring their own pens, pencils, rulers etc with them. These materials will **not** be provided by the examination centre.
- (x) CILEx provides an answer booklet for candidates. Candidates should write their candidate number, CILEx membership number, the unit title for the examination and the Level of the examination (Level 3, Level 4 or Level 6) in the relevant boxes on the front of the answer booklet.
- (xi) Candidates must **not** write their names anywhere on their answer booklets.

- (xii) In the event that a candidate answers more than the required number of questions (for the examination or for a section (A or B) of the examination), the Examiner will only mark the answers to questions in the order they appear in the candidate's answer booklet up to the number of questions the candidate was required to answer.

Level 3 Unit 1: Introduction to Law and Practice Examination only

- (xiii) Level 3, Unit 1 is a multiple choice test. Candidates should follow the instructions on the question paper/answer booklet. For each question, candidates must choose between the 4 possible answers provided. Candidates should put an 'X' in the box provided corresponding with the answer they consider to be correct.
- (xiv) If a candidate changes their mind about an answer to a question, they should neatly cross out their original response (ie the 'X') and record an 'X' alongside the answer they consider to be correct. If a candidate leaves an 'X' next to two or more possible answers to a question, their answer will be marked incorrect
- (xv) There is no reading time for the Level 3 Unit 1 Introduction to Law and Practice examination.

Law and Practice Examinations (Level 3 Units 2–15, 18 and 19, Level 4 Law (Units 1-4) and Level 6 Units 1-21) only

- (xvi) Candidates have 15 minutes reading time for Level 3 Units 2–15, 18 and 19, Level 4 Law units (Units 1-4) and Level 6 Units 1-21. It is recommended that candidates use the reading time to read the paper. However, candidates are permitted to make notes on the question paper or in the answer booklet during this time.

Level 4 Practice Examinations only (Level 4 Units 5-11)

- (xvii) Candidates will be given the supporting materials and question paper at the start of the reading time for the Level 4 Practice examinations. Candidates have **30 minutes** reading time for the Level 4 Practice units (Units 5-11) to review the supporting materials and question paper. It is recommended that candidates use the reading time to review the supporting materials and question paper. However, candidates are permitted to make notes on the supporting materials, question paper or in the answer booklet during this time.

Law and Practice Examinations (Level 3 Units 2–15, 18 and 19, Level 4 Law and Practice Examinations (Units 1-11) and Level 6 Units 1-21)

- (xviii) Candidates should write their answers in full sentences. A yes or no answer will earn no marks.
- (xix) Candidates should begin each question on a new page, with the exception of the Section A questions for the Level 3 Law examinations (Units 2–8) and Section A of the Level 4 Law examinations (Units 1-4).
- (xx) Candidates should write the number of the question being answered on the top of each page in the answer booklet. For Section A of the Level 3 Law examinations (Units 2-8) and Section A of the Level 4 Law examinations only (Units 1-4) candidates should write the questions answered on each page at the top of the page, for example, questions 1-5.
- (xxi) At the end of the examination candidates should ensure that:
- An **X** is written against each question answered in the '**insert an X against each question attempted**' column on **both** tables on the front of the answer booklet. Candidates should not write in the shaded columns and rows on the tables on the front cover of the answer booklet. There is further guidance on the inside cover of the answer booklet regarding completing the front page of the answer booklet.
 - Any supplementary sheets of paper or documents which have been completed must be securely attached with a treasury tag to the answer booklet and clearly labelled with their candidate number, CILEx membership number and the unit title of the examination.
 - The answer booklet and any supplementary sheets must be handed into the invigilator.

2. Examination Regulations

- 2.1 Candidates must allow adequate time to reach the examination centre. Late comers will **not** be permitted to enter the examination room more than 45 minutes after the start time. No extra time will be allowed for late comers. Candidates should arrive at least 15 – 20 minutes before the start of the examination to allow sufficient time for the examination registration procedures.
- 2.2 Candidates must behave professionally and honestly at all times during the examinations and must ensure that their conduct during the examination does not undermine the integrity of CILEx qualifications. Candidates whose actions may be considered to undermine the integrity of CILEx qualifications will be investigated by CILEx in accordance with the CILEx Malpractice Policy and Procedures – CILEx Learners. A breach of the regulations may also be a breach of the CILEx Code of Conduct which may also be investigated. The following list acts as guidance as to actions which may be construed as undermining the integrity of CILEx qualifications:
- (i) Failing to comply with the invigilator's instructions before, during and after an examination;
 - (ii) Failing to place bags and other materials at the side of the examination room, as instructed by the invigilator. Bags and other materials must **not** be placed next to candidates' desks;
 - (iii) Taking any books (other than those specified in 2.3), revision notes or similar materials or dictionaries to their desks or attempting to use or use such materials in the examination;
 - (iv) Bringing the pre-released case study materials into the examination room (Level 3 and Level 6 Practice examinations (Level 3 Units 9–15, 18 and 19 and Level 6 Units 15-21)). A clean copy of the pre-released case study materials will be provided in the examination;
 - (v) Failing to ensure mobile telephones are switched off before entering the examination room and placed with their personal belongings away from the examination desk;
 - (vi) Being in possession of an unauthorised device to access the internet or receive communications (e.g. including but not limited to a mobile phone, smart watch, portable media player, e-reader, PDA or similar device) during the examination and/or reading time;
 - (vii) Refusing to handover suspected unauthorised materials or device when asked or refusal to demonstrate that any suspected materials or device is not in candidate's possession.
 - (viii) Using programmable calculators, candidates may use non-programmable calculators in the examination only.
 - (ix) Using a candidate's own paper in the examination, either for writing notes or for answering the examination questions. A CILEx answer booklet is provided for each candidate and all answers and notes should be written in the answer booklet. Candidates should make any notes in pencil in the answer booklet and should neatly cross out any notes or work they do not want marked. If an additional answer booklet/supplementary sheets of paper are required, candidates must request these from the Invigilator;
 - (x) Tearing out any pages from the answer booklet under any circumstances;
 - (xi) Communicating with or attempting to communicate with other candidates during the examination;
 - (xii) Attempting to copy or copying the work of another candidate during the examination;
 - (xiii) Disrupting or disturbing other candidates;
 - (xiv) Leaving a candidate's desk without the permission of the invigilator. If a candidate requires the invigilator's assistance, for example if they require supplementary sheets of paper or feel unwell, they should raise their hand and wait for the invigilator;
 - (xv) Leaving the examination room during the first 45 minutes (including the reading time, if applicable) or the last 15 minutes of the examination. Candidates for Level 3 Unit 1 Introduction to Law and Practice must remain in the examination room for the duration of the one hour examination, unless they need to leave the room briefly (for example, for a toilet break), in which case they must raise their hand and await direction from the invigilator. Candidates wishing to leave the examination room either briefly (for example, for a toilet break) or permanently must raise their hand and await direction

from the invigilator. Candidates must leave quietly and show consideration for their fellow candidates.

- (xvi) Removing question papers from the examination room;
- (xvii) Being in possession of an annotated statute book in an examination for which a statute book is permitted;
- (xviii) Failing to comply with the procedures for examination clashes including the rules requiring a candidate to be supervised. (see regulation 2.4);
- (xix) Arranging to be impersonated by another individual in an examination;
- (xx) Accessing confidential examination materials prior to an examination;
- (xxi) Altering or interfering with CILEx assessment documentation, for example, examination permits, results notifications or certificates.

2.3 Statute Books – Level 6 Examinations Only

- (i) Candidates sitting the following Level 6 examinations **only** are permitted to refer to the designated statute books specified in the **CILEx Level 6 Qualifications – Recommended Reading for Students** (available on the CILEx website) during the examination:

- Unit 1 Company and Partnership Law
- 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 12 Public Law
- Unit 13 Law of Tort
- Unit 14 Wills and Succession
- Unit 16 The Practice of Company and Partnership Law
- Unit 18 Criminal Litigation
- Unit 19 The Practice of Employment Law
- Unit 20 The Practice of Family Law
- Unit 21 Probate Practice

- (ii) Candidates are permitted to use a different edition of the designated statute book i.e. a more recent or older edition.
- (iii) The statute books must not be annotated in any way. The term 'annotated' in this context includes the use of highlighter pens, post-it notes, folded down pages or handwritten comments.
- (iv) During the examination, the invigilators will carry out spot checks on the statute books. Annotated statute books will be removed immediately and a report made to CILEx, in accordance with the malpractice regulations.

2.4 Examination Clashes

- (i) An 'examination clash' takes place when a candidate registers to sit two or more examinations which, in accordance with the CILEx examination timetable, are scheduled to take place at the same time.
- (ii) Candidates with examination clashes will receive a letter from CILEx confirming the schedule for their 'clash' examinations and the requirement that they are supervised during the breaks between 'clash' examinations.
- (iii) Candidates with examination clashes must ensure that they comply with the requirement to be supervised between 'clash' examinations.
- (iv) Candidates will **not** be permitted to sit an examination which started more than 45 minutes earlier, in accordance with the CILEx examination timetable, unless they have been supervised by an Invigilator/Examination Officer since the start time of the examination.

Penalties for malpractice

All candidates taking examinations for the Level 3 and Level 6 Professional Qualifications and the Level 3 and 4 Legal Services Knowledge Qualifications are expected to act professionally and honestly during the examinations and must comply with the CILEx Examination Regulations. Any suspected breaches of these regulations will be reported to CILEx and may result in a malpractice investigation.

CILEx may impose penalties on a learner in the event that malpractice is proven. The Qualifications Malpractice Committee determines the penalties to be imposed. The criteria set out below inform the level of penalty imposed on a learner who has been found to have breached the Examination Regulations. The criteria provide a benchmark against which individual cases are considered, the criteria are **not exhaustive**.

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 compromised. 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, where there is evidence that the assessment has been compromised and that results and/or certificates may be invalid.

Penalty	Criteria
Written warning	<p>Minor breach of the regulations which does not affect the integrity of the examination, for example:</p> <ul style="list-style-type: none"> ▪ Mobile telephone makes noise for a short period during an examination (including reading time) but is not in candidate's possession. ▪ Tearing out pages from answer booklet. ▪ Bringing in pre-released case study materials which are not annotated into the examination and which are removed during the reading time of a practice examination. ▪ Minor refusal to adhere to invigilator's instructions which does not disrupt other candidates. ▪ Unauthorised materials in possession, including an annotated statute book, during the examination (including reading time) which did not give candidate an advantage over other candidates.
Examination result declared void	<p>Significant breach of the regulations which affects the integrity of the examination, for example:</p> <ul style="list-style-type: none"> ▪ Refusal to comply with Invigilator's instructions which compromises the integrity of the examination. ▪ Severely disruptive behaviour during an examination (including reading time). ▪ Unauthorised materials found on the candidate during an examination (including reading time) which would have given candidate an advantage over other candidates. ▪ An annotated statute book found in the candidate's possession during an examination (including reading time) which would have given candidate an advantage over other candidates. ▪ Candidate in possession of an unauthorised device (e.g. mobile phone, smart watch, portable media player, e-reader, PDA or similar communication/ recording/storage/listening devices) during an examination (including reading time). ▪ Security breach of an examination paper with evidence that candidate had accessed confidential examination materials prior to an examination.

	<ul style="list-style-type: none"> ▪ Refusal to handover suspected unauthorised materials or device when asked or refusal to demonstrate that any suspected materials or device is not in candidate's possession. ▪ Arranging to be impersonated by another individual in an examination. ▪ Using programmable calculator in an examination (including reading time). ▪ Using a candidate's own paper in an examination (including reading time) instead of the CILEx answer booklet. ▪ Communicating or attempting to communicate with other candidates during an examination (including reading time). ▪ Attempting to copy or copying the work of another candidate during an examination (including reading time). ▪ Leaving the examination during the first 45 minutes or last 15 minutes or leaving the examination room without the permission of the Invigilator unless there are justifiable mitigating circumstances (for example, serious illness, fire alarm). ▪ Removing question papers from the examination room. ▪ Failing to comply with the procedures for examination clashes including the rules requiring candidates to be supervised. ▪ Altering or interfering with CILEx assessment documentation, for example, examination permits, results notifications or certificates.
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The CILEx Malpractice Policy and Procedures – CILEx Learners is available on the CILEx website.

3. CILEx Regulation Ltd

The Qualifications Malpractice Committee may refer proven cases of malpractice to CILEx Regulation for further investigation where it believes the malpractice could amount to a breach of the CILEx code of conduct. CILEx Regulation may:

- decide there is no case to answer and reject the complaint
- decide there is a case to answer and either:
 - (i) refer the case to Disciplinary Tribunal or
 - (ii) if you admit the misconduct, and it is appropriate to do so in the circumstances, with your consent the matter can be concluded by deciding:
 - to impose conditions in relation to your future conduct or if you are an individual, on your employment.
 - to require you to give undertakings in relation to your future conduct.
 - to reprimand and/or warn you.
- If the matter is referred to the Disciplinary Tribunal it, additionally, can impose a fine on a member or exclude them from membership of CILEx.

4. Examination Results

Candidates should refer to the Qualifications Handbooks or the CILEx website (www.cilex.org.uk) for the examination results release date.

- Examination results will only be available online through MyCILEx (www.cilex.org.uk) or by postal notification. Results are not issued over the telephone.
- Examination results are released to the accredited centre at which the learner studied.

5. Special Consideration

Candidates wishing to claim **Special Consideration**, for example, for illness or adverse circumstances during the examination, should refer to the Qualifications Handbooks and the 'CILEx Special Consideration Policy and Procedures – Level 3 and Level 6 Professional Qualifications and Level 3 and Level 4 Legal Services Knowledge Qualifications' which is posted on the website or contact the Assessment-Operations Team at CILEx for further information.

The deadlines for special consideration requests for the January and June sessions are listed in the Key Dates & Deadlines document found here

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

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

6. Enquiries About Results and Appeals

Information regarding the enquires about results and appeals process is available on the CILEx website (www.cilex.org.uk).

CANDIDATE IDENTITY CHECKS



All candidates for CILEx examinations are required to comply with the CILEx identity check requirements. Candidates, who are unable to meet the CILEx identity check requirements set out below, 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.

Candidates must present a paper copy of their **Candidate Admission Permit** to the Invigilator and either:

- **one** form of **Group A Primary ID** which contains a photograph and signature **or**
- **two** forms of **Group B Secondary ID** – one from List 1 and one from List 2

CILEx ID Requirements

Candidate Admission Permit
<ul style="list-style-type: none"> • Candidates must present a paper copy of their admission permit at each examination.

Group A Primary ID (Provide one of the following which must show a photograph and signature)
<ul style="list-style-type: none"> • Current Valid Passport (any nationality) • Current Valid Full or Provisional UK Photo Card Driving Licence • Citizen Card • UK Residence Card

Group B Secondary ID (**two** forms of ID to be provided from the lists below - **one** from List 1 and **one** from List 2)

Group B Secondary ID List 1 (Provide one of the following showing a photograph and name)
<ul style="list-style-type: none"> • Current EU Country ID Card • Current Non UK Driving Licence • Current Work ID Card • Current Trade Union Card • Current British Military ID Card • Current Student ID Card • Current Blue Badge Permit
Group B Secondary ID List 2 (Provide one of the following)
<ul style="list-style-type: none"> • Current Full or Provisional UK Paper Driving Licence – showing name and signature • Current CILEx Membership Card – showing name • Current Credit Card – showing name and signature • Current Debit Card – showing name and signature • Current Building Society Passbook – showing name • National Insurance Card – showing name • Birth Certificate – showing name • Marriage/Civil Partnership Certificate – showing name • P45 or P60 – showing name – issued within the last 12 months • Mortgage statement – showing name - issued within last 12 months • Financial statement e.g. pension - showing name – issued within last 12 months • Utility bill from current address e.g. gas/electric/telephone – showing name - issued within last 12 months

- Addressed payslip – showing name - issued within last 12 months

Learners who have queries about the CILEx ID check requirements should contact the CILEx Contact Centre as a priority, in order that any queries can be resolved in advance of the examination session:

Email: membership@cilex.org.uk

Telephone: 01234 845777