

An overview of the **Level 6 units** for the Level 6 Professional qualifications is provided below including the type of unit and the duration of the examinations.

| Unit | Title | Type of Unit | Examination |
|---------|---|---------------------------------------|--|
| Unit 1 | Company and Partnership Law | Level 6 LAW UNITS | 3 hours exam + 15 minutes reading time |
| 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 10 | Landlord and Tenant Law | | |
| Unit 11 | Planning Law | | |
| Unit 12 | Public Law | | |
| Unit 13 | Law of Tort | | |
| Unit 14 | Law of Wills and Succession | | |
| Unit 15 | Civil Litigation | Level 6 PRACTICE UNITS | 3 hours exam + 15 minutes reading time |
| Unit 16 | Practice of Company and Partnership Law | | |
| Unit 17 | Conveyancing | | |
| Unit 18 | Criminal Litigation | | |
| Unit 19 | The Practice of Employment Law | | |
| Unit 20 | The Practice of Family Law | | |
| Unit 21 | Probate Practice | | |

3.1 Examination start times:

- Morning examinations start at 9.30 am
- Afternoon examinations start at 2.00 pm

Examination start times must not be adjusted unless permission is granted by CILEx. Accredited centres must ensure that all students sitting examinations at the centre are advised if a different start time has been agreed by CILEx.

SECTION A: PREPARATION FOR CILEx EXAMINATIONS

4. Examination materials supplied by CILEx

4.1 Examination answer stationery: CILEx answer booklets are sent out to exam centres and invigilators at external exam centres in advance of the exams. Answers booklets have been produced which have a White cover. It is essential that the WHITE answer booklets are used for the examinations.

4.2 Question papers:

Level 3 Unit 1: Introduction to Law and Practice

- Level 3 Unit 1 is a multiple choice examination and, therefore, the question paper also acts as the answer booklet. No separate answer booklet is required.
- The answer booklets referred to in 4.1 above are not required for the Unit 1 examination.

Law Units (Level 3 units 2 – 8, Level 4 units 1-4 and Level 6 units 1 14)

- Question papers are supplied for each examination

Level 3 and Level 6 Practice Units (Level 3 units 9 – 15 and 18 & 19, and Level 6 units 15 -21)

- Question papers are supplied for each examination
- Pre-released case study materials are supplied for each examination

[For the Level 3 and Level 6 **Practice units only** candidates are provided with pre-released case study materials in advance of the examination in order to prepare for the examination. Clean copies of the pre-released case studies must be given to the candidates in the examination along with a copy of the question paper. Candidates are **not** allowed to bring their copies of the pre-released case study materials into the examination room.]

Level 4 Practice Units (Level 4 units 5-11)

- Question papers are supplied for each examination
- Supporting materials are supplied for each examination

The question papers (and pre-released case study materials or supporting materials for the practice units) for each examination are supplied in sealed packets. At large centres, there may be several packets for each subject.

An additional copy of each question paper for every examination and a copy of each pre-released case study for the Practice examinations will be enclosed in every examination unit sealed bags.

4.3 SARMAS Registers – These are the CILEx attendance forms, computer printed in triplicate, showing candidates' names, membership numbers, and candidate numbers for each examination.

These documents must be left intact. They are used to record candidate attendance at the examination and confirm that the ID checks have been completed.

Guidance on completing the SARMAS registers is provided in Section 13.1.

4.4 Examination timetable – The examination timetable is provided here:
https://www.cilex.org.uk/study/information_for_students/exams/exam_timetables

4.5 Invigilator Report forms – a report form must be completed for each examination. If two exams take place in the same room at the same time, one report can be completed for both examinations. For example, if the Land Law (Level 3 unit 4) and Employment Law (Level 3 unit 6) examinations take place in the same room on the Wednesday morning of the examination week, one report form can be used to report on both Land Law and Employment Law. **Full details of any incident which occurs during the examination must be recorded on the report form including any extra time given by the invigilator in addition to the normal examination duration.**

5 Checking examination materials upon receipt

The examination materials should be carefully checked upon receipt. The boxes containing the examination materials (but not the sealed envelopes containing the question papers and pre-released case study materials) should be opened to check that the centre has the appropriate consignments of question papers for each unit for which the SARMAS forms indicate candidates are sitting.

The sealed envelopes containing the question papers and the pre-released case study materials detail the number of papers contained. Therefore, the centre/invigilator should simply check that the number of papers recorded on the sealed envelope corresponds to the number of candidates identified on the SARMAS for each examination. Normally, a spare question papers is provided.

After the examination materials have been checked the Awards-Operations Department should be contacted to confirm that the materials have been received and checked.

In the event that there is a problem with the materials received, the Awards-Operations Department should be contacted immediately.

6 Secure storage of examination materials

All examination materials must be placed in secure storage on the day of receipt. If materials cannot be checked immediately upon receipt, they must be locked away until an authorised person is available to check the materials. Question papers and pre-released case study materials must be locked away in a place of high security, ideally a strong safe. If a safe is not available or is of insufficient capacity, a non-portable, lockable, metal cabinet with extra reinforcement or other similar container must be used. The safe or container must be in a securely locked room within a fixed building with access restricted to 2 or 3 key holders. Effective security devices must be fitted to ground floor windows and the door to the room should be of a solid construction, have secure hinges and be fitted with a security lock.

CILEx must be informed immediately if the security of the question papers or other confidential materials is put at risk by fire, theft, loss, damage, unauthorised disclosure or any other circumstances.

7 Accommodation

Examination rooms should meet the following requirements:

Seating: There must be at least 1.25 metres between adjacent desks to allow invigilators to patrol unobtrusively and to prevent candidates from overlooking, intentionally or otherwise, the work of others. Candidates should, where possible, face in the same direction and be seated in candidate number order.

Health and Safety, Heating, Lighting, Ventilation: There must be adequate heating, lighting and ventilation. Heating must be adjustable to respond to the temperature in the examination room, as necessary.

Fire escape routes: must be accessible. Invigilators must ensure that they are familiar with the fire alarm evacuation procedures.

Toilet facilities: must be available and should be located reasonably closely to the examination room/s.

Clock: An appropriately sized clock must be visible to all candidates, set at the correct time and used to time the examination/s.

Extraneous noise etc: All reasonable steps should be taken to ensure that candidates will not be disturbed during the examination. Please make certain that any neighbouring rooms are not used for any activity that might generate a noise or other distraction.

Signs: Signs should be displayed immediately outside the examination room. These can be used to indicate both the location of the examination room/s, and that silence is required.

Location of examination room/s: Instructions detailing the location of the examination room/s must be displayed on notice-boards, and clear advice given to reception staff, so that candidates arriving at the main entrance are able to ascertain immediately the location of the examination room/s. Accredited centres acting as examination centres must be especially aware that CILEx will have advised candidates to attend the site as advised by the Centre Examinations Officer or other administrator. It is vital that the venue for the examination remains at the location given to CILEx.

Display materials: No display materials which might be helpful to candidates should be visible in the examination room/s.

8 Invigilators

The invigilator is the person in the examination room responsible for the conduct of a particular examination in the presence of the candidates. Invigilators must give their full attention to the proper conduct of the examination. **As a minimum CILEx requires 2 invigilators for every 25 candidates**, unless there is only 1 candidate, in which case 1 invigilator is sufficient. Ideally both male and female invigilator/s should be present.

To avoid conflicts of interest, invigilators must not be:

- A CILEx programme leader/subject tutor/member of teaching team for CILEx programmes
- A relative or friend of any examination candidate.

All invigilators must be fully conversant with the 'Instructions to Invigilators' which are detailed in **Part B**.

9 Candidates with reasonable adjustments

On occasion candidates may require additional support during their examination in the form of reasonable adjustments. All requests for reasonable adjustments are considered by CILEx in advance of the examinations. CILEx advises invigilators and centres about any candidates who have been granted reasonable adjustments in order that the necessary arrangements can be made prior to the examination session. Any queries about reasonable

adjustments must be raised with the Awards-Operations Department before the start of the examination/s.

10 Candidate Reading Time

It is strongly recommended that candidates use the reading time to read their question paper fully. However, they may make notes on their question paper or in their answer booklet during this time.

PLEASE NOTE: Some candidates may choose not to read through the question paper and begin answering the questions. This is permissible, though not advisable.

SECTION B: INSTRUCTIONS TO INVIGILATORS

11 Arrival at the examination venue

Invigilators must arrive at the examination venue at least 30 minutes before the start of each examination to carry out the necessary checks, as detailed below, and to ensure the room is set up in accordance with CILEx requirements (see **Section 7**).

Question Paper Check: The envelopes containing the question papers should be checked to ensure they have not been opened. The question paper (pre-released case study materials, as required for the Level 3 and Level 6 Practice examinations and supporting materials as required for the Level 4 Practice examinations only) envelopes are labelled with the following details:

- The name and code number of the examination unit
- The name and code number of the examination centre
- The number of question papers for the subject
- The starting time of the examination

The envelopes containing the question papers (and pre-released case study materials or supporting materials for Practice examinations) should be opened and checked to ensure sufficient question papers have been provided. In the unlikely event that there is a problem with the question papers provided, the CILEx Awards-Operations Department should be contacted immediately. The question papers must not be left unattended.

Reasonable Adjustments: Invigilators should check that the arrangements which have been made for any candidate with reasonable adjustments have been carried out.

12 Setting out examination stationery

The following materials should be placed on each candidate's desk prior to the start of the examination:

Level 3 Unit 1 Introduction to Law and Practice

- Combined Question paper/Answer booklet – face up so that the front page is visible to candidates (Level 3 Unit 1 is a multiple choice examination and, therefore, the question paper also acts as the answer booklet. No separate answer booklet is required)

Law Units: Level 3 Units 2 – 8, Level 4 units 1-4 and Level 6 Units 1 – 15 (see **Section 3** for confirmation of the different types of units)

- Question paper – face up so that front page setting out the Instructions to Candidates and Information for Candidates is visible.
- 1 examination answer booklet per candidate – it is essential that the CILEx answer booklets, which are **white**, are used for the Level 3, Level 4 and Level 6 examinations

[Additional answer booklets are available but should only be given to candidates upon request along with a treasury tag to attach the additional booklet.]

Level 3 and Level 6 Practice Units: Level 3 units 9 – 15 and 18 & 19 and Level 6 units 15 - 21 (see **Section 3** for confirmation of the different types of units)

- Question paper – face up so that front page setting out the Instructions to Candidates and Information for Candidates is visible.
- Pre-released case study materials face up so that front page setting out the Instructions to Candidates and Information for Candidates is visible.

- 1 examination answer booklet per candidate – it is essential that the CILEx answer booklets, which are **white**, are used for the Level 4 examinations.

Practice Units: Level 4 Units 5 – 11, (see **Section 3** for confirmation of the different types of units)

- Question paper – face up so that front page setting out the Instructions to Candidates and Information for Candidates is visible.
- Supporting materials face up so that front page setting out the Instructions to Candidates and Information for Candidates is visible.
- 1 examination answer booklet per candidate – it is essential that the CILEx answer booklets, which are **white**, are used for the Level 3 and Level 6 examinations.

IMPORTANT: The examination room must not be left unattended after the examination answer booklets, question papers, pre-released case study materials and supporting materials have been set out on the desks.

13 Admitting candidates into the examination room

Invigilators should start to admit candidates into the examination room, after the room has been set up in accordance with the instructions in Section 11, approximately 15 minutes before the start of the examination to allow sufficient time for the registration process, including the candidate identity checks to be carried out. (See **Section 13** Registration of candidates).

(This timeframe may vary depending on the size of the examination centre and it is requested that invigilators use their discretion.)

On entry to the examination room candidates should be instructed to leave unauthorised books, study/revision notes etc. at the side of the room and to turn off mobile phones.

Candidates in the examination room must be supervised at all times.

Smoking by candidates or invigilators is **NOT** allowed in the examination room.

14 Registration of candidates

The following procedures are recommended by CILEx but it is appreciated that invigilators may need to adapt these procedures to accommodate a variety of factors. However, it is essential that candidates are not disturbed during the examination with any queries about the ID documents they have brought along to the examination.

14.1 Candidate identity checks and completion of the SARMAS form

- On entry to the examination room each candidate should show their Examination Admission Permit and their ID document/s (see **Appendix 1**) to one of the invigilators before taking their seat.
- The **CANDIDATE NUMBER** from the Examination Admission Permit for the examination in question should be checked against the SARMAS for the corresponding examination. Place a 'Y' in the column A on the SARMAS, to confirm the candidate's attendance.
- Tick the ID check column on the SARMAS to confirm that the appropriate form/s of ID has/have been presented.
- After the ID check and SARMAS form have been completed, the candidate should be asked to take his/her seat.
- **Candidates, who are unable to meet the CILEx identity check requirements set out in Appendix 1, 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.

- An 'X' must be recorded in the ID Check column on the SARMAS and a note made on the Invigilator Report Form (see **Appendix 2**) for any candidate not meeting the ID check requirements.
- When all candidates have been marked as present, absentees should be noted by recording an 'N' against their names in the column A on the SARMAS.

Guidance on ID checks:

Appendix 1 sets out the different types of ID candidates can present. This list is available to all candidates taking examinations. In the majority of cases it is expected that candidates will produce one of the forms of ID identified in Group A. In the event that a candidate does not show ID from Group A, 2 forms of ID from Group B are required.

14.2 Candidates not listed on the SARMAS form/s

If a candidate claims to be taking examination/s and there is no record of them on the SARMAS form, they may be permitted to sit the examination with a warning that if the entry is not valid their script/s will be declared void and not marked. If a later start is involved, the candidate may be allowed extra time at the invigilator's discretion.

The exception to this is if CILEx has contacted the centre/invigilator and clearly stated that a candidate should not be admitted to the examination room. If there are any doubts, the candidate must be allowed to sit the examination with the aforementioned warning.

Invigilators should undertake ID checks for all candidates admitted to an examination who are not on the SARMAS form, in accordance with the procedures set out in **Section 13.1**.

The candidates' details (including membership number in the absence of a candidate number and full name) should be added to the relevant SARMAS form and a note made on the Invigilator's Report Form.

14.3 Candidates sitting examinations which clash

Candidates sometimes register to sit two or three examinations which are scheduled to take place at the same time according to the CILEx examination timetable. CILEx refers to this as an 'examination clash' and arrangements are made with the centre and the candidate for the candidate to sit the examinations on the same day with short breaks between the examinations. It is a CILEx requirement that candidates are supervised between the 'clash examinations' so that there is no possibility of the candidate finding out information relating to the content of the examination/s before they sit them. This also includes refreshment breaks and use of any toilet facilities.

In the event that a candidate has not been supervised between 'clash examinations', they are **not** permitted to sit an examination which has already taken place according to the CILEx examination timetable. Further, if a student does not turn up for their 'first' clash examination but instead arrives later to sit second clash examination, they are not permitted to sit the second clash examination if, according to the CILEx exam timetable, the examination has taken place. Candidates and centres are aware of this instruction which is set out in the letter provided to all relevant parties involved in examination clashes.

15 Statute books – Level 6 Examinations

Candidates for the following **Level 6** examinations are permitted to use the approved statute book in 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

If there is any confusion, the invigilator should consult the front page of the relevant examination paper which will clearly state which statute book is permitted to be used, if use of a statute book is permitted. Please note candidates are permitted to use an older or more recent version of the statute book identified on the front page of the question papers.

Candidates are not permitted to use annotated statute books. The term 'annotated' in this context includes the use of highlighter pens, post-it notes, folded down pages or handwritten comments.

Please see **Section 17.3** Checking statute books and Pre-examination Announcements (Appendix 3, **24-25**) for further guidance regarding statute books.

*Statute books are not permitted to be used in any of the Level 3 or Level 4 examinations.

16 Pre-examination announcements

After the examination registration procedures have been completed and all candidates are seated ready to start the examination, one of the Invigilators should read out the pre-examination announcements. CILEx has set out in **Appendix 3** the announcements which should be made, however, Invigilators are permitted to adapt the announcements as long as the content and meaning is not changed.

The announcements may take 2-3 minutes to go through with the candidates, so invigilators should ensure they have sufficient time to read the announcements to the candidates.

The Invigilator should inform candidates of any addendum relating to an examination question paper as advised by CILEx, **prior** to the start of the reading time as part of the pre-examination announcements.

In the event that the examination start time is delayed due to the registration procedures or the reading out of the announcements, invigilators should ensure that the actual start time is announced and recorded and candidates are given the full time for the examination.

17 Candidates arriving late

Candidates arriving late may be admitted. However, no candidate may be admitted after 45 minutes from the commencement of the examination. Normally, no extra time is permitted for candidates who arrive late. However, if there has been a major event or incident, for example, a serious accident on a local road which has caused the candidate's delayed arrival, the invigilator should use his/her discretion in terms of allowing the candidate/s affected to have the full time allocation for the examination.

The candidate identity checks, as detailed in **Section 13.1**, should be carried out for any candidate arriving late and the SARMAS form/s completed.

All such incidents should be recorded on the Invigilators' Report form along with any action taken.

18 Guidance for invigilators during the examination

18.1 Observing candidates

Invigilators must patrol the examination room discreetly and regularly to ensure that candidates are abiding by the examination regulations and are not referring to any unauthorised materials, communicating with other candidates, using electronic communication devices etc.

18.2 Procedures for candidates leaving the examination room

Candidates are not permitted to leave the examination room during the first 45 minutes or final 15 minutes of the examination. (For Level 3 Unit 1: Introduction to Law and Practice, candidates are only permitted to leave the examination if they require the toilet facilities or are unwell, otherwise they should remain in the examination room for the duration of the examination.)

Any candidate wishing to leave the examination room at any other point during the examination for any reason must raise their hand to alert the invigilator, as specified in the Examination Regulations.

In all cases an invigilator must speak discreetly to the candidate to ascertain the candidate's reason for wishing to leave the examination room.

In the event that a candidate has a valid reason for temporarily leaving the examination room, the candidate must at all times be escorted by an invigilator. (Please note, if the candidate wishes to take a toilet break they should, wherever possible, be accompanied by an invigilator of the same sex). The candidate is not permitted to take anything from their desk with them. The invigilator must be satisfied that the candidate is not intending to make any attempt to breach the Examination Regulations.

In the event, that a candidate for the Law and Practice units (Level 3 units 2-15 and 18 & 19, Level 4 units 1-11 and Level 6 units 1 -21) wishes to leave the examination room permanently, the candidate's answer booklet and question paper must be removed by the invigilator **before the candidate is allowed to leave**. The script must be collated with the other candidates' scripts at the end of the examination in accordance with the guidance in **Section 22**. The time that the candidate left should be recorded on the Invigilator's Report Form (Invigilators may use the Early Leavers List if a number of candidates leave early).

Candidates and invigilators who leave the examination room during the examination should leave quietly to minimise disruption to the other candidates.

18.3 Checking statute books

Invigilators must check that statute books being used for the examinations detailed in Section 14 are those specified on the question papers, and that they are not in any way annotated. **Please note a different edition of the designated statute book (more recent/older) is permitted. In some circumstances a candidate may have been granted permission from CILEx to use a different statute book. In this case, a letter of authorisation will have been issued to the candidate and the candidate is required to show this to the invigilator.** If any candidate is found to have a statute book other than that specified or an annotated statute book (which includes handwritten comments, use of highlighter pens, post-it notes and/or folded down pages), the unauthorised statute book must be removed from the candidate for the duration of the examination and the incident recorded on the Invigilator's Report Form.

In the event that a statute book other than that specified on the question paper has been removed from a candidate, the name, author and publisher of the statute book should be recorded on the Invigilator's Report Form.

In the event that an annotated statute book has been removed from a candidate, the invigilator should seek the candidate's permission at the end of the examination to send the statute book to CILEx with their report. If the candidate refuses, this should be noted on the report form along with details of the annotations on statute book. If the candidate complies with the request the Invigilator's Report Form must be completed and returned with the statute book.

In all cases, the Invigilator's Report Form should clearly reflect when the unauthorised or annotated statute book was removed from the candidate and any other relevant information, to clearly set out the events that occurred.

In the event of queries from the candidate, they should be reminded that the Examination Regulations clearly set out the rules relating to the use of statute books and be invited to contact the Quality Assurance Manager or Quality Assurance Officer. In such cases, candidates will be required to provide a written report and the matter will be dealt with in accordance with the CILEx Procedures for Dealing with Cases of Suspected Student Malpractice as detailed in **Section 20**.

18.4 Candidate queries

If a general query is raised on a question paper, for example, the number of questions which must be answered, the invigilator should try and assist. Guidance as to the content of a question paper or the way in which a question could be interpreted should not be given.

In the unlikely event that a candidate states that there is an alleged ambiguity or error on the question paper, the candidates should be advised to state the interpretation they have put on the question in their answer booklet and answer the question accordingly. Candidates should be reassured that such issues will be considered by CILEx to ensure that the candidates are not disadvantaged in anyway. The Awards-Operations Department at CILEx can be contacted during the examination with such queries (see **Section 2** for contact details). The Invigilator's Report Form must be completed to reflect the queries raised and the action taken.

18.5 Calculators – Candidates may use silent, non pre-programmable, battery operated calculators.

18.6 Dictionaries – Candidates are not permitted to use dictionaries.

19 Conclusion of the examination

Candidates must be reminded when there are 15 minutes remaining.

At the conclusion of the examination, remind candidates that the front of the examination answer booklets **MUST** be completed. Guidance is provided for the candidates on the inside front cover of the answer booklets for all units except the Level 3 Unit 1 multiple choice test, where guidance is provided on page 3 of the question paper/answer booklet. Any documents which have been completed or additional sheets of paper which have been used must be securely attached to the candidates' answer booklets using a treasury tag. The candidates should be asked to remain seated in silence whilst all answer booklets and **question papers** are collected. Candidates may then leave the examination room once the invigilator is satisfied that all the answer booklets and question papers have been collected.

Once they have been collected, please ensure that the answer booklets are arranged into candidate number order as shown on the SARMAS forms.

Note: Candidates are not permitted under any circumstances to remove questions papers from the examination room. CILEx normally posts the examination papers on the CILEx website within a few days of the examinations.

20 Invigilator's report form

The Invigilator's Report Form must be completed after each examination. If more than one examination takes place at the same time both examinations can be recorded on one report form.

If there is nothing to report, the 'Nothing to Report' section of the form should be ticked and the form signed and dated and returned to CILEx with the candidate's scripts and SARMAS form/s.

In the event that an incident has occurred which has caused disruption to the examination, or a candidate has encountered personal difficulties, this should be reported on the form. In addition, the candidates should be referred to the "Guidance to Candidates: Reasonable Adjustments & Special Consideration" which is posted on the CILEx website and the information on the CILEx Special Consideration policy which appears in the CILEx Qualification Handbooks. Candidates should be encouraged to write to the Awards-Operations Department, in accordance with the aforementioned guidance, if they consider that they have been disadvantaged in anyway. All queries should be referred to the Awards-Operations Department.

Invigilators should be cautious about advising candidates who have experienced difficulties about the action CILEx might take as each application for special consideration is considered on its individual merits.

Any problems encountered with the candidate identity checks should be recorded on the Invigilator's Report Form, including any information relating to candidates who did not meet the ID check requirements.

21 Candidates suspected of breaching the examination regulations

As detailed in **Section 17**, invigilators must patrol the examination room regularly to ensure that candidates are abiding by the examination regulations. Copies of Examination

Regulations are included in the pack of examination materials. It is essential that invigilators are vigilant because student malpractice is taken very seriously by CILEx.

21.1 Examples of breaches of the examination regulations

Examples of breaches of the examination regulations include but are not limited to:

- Taking unauthorised materials into the examination room (it is acceptable to leave text books etc. at the front/side/back of the room in accordance with the Invigilator's instructions). This could include notes written on a piece of paper/back of the candidate's exam permit/ruler/ candidate's arm/back of hand etc.
- Communicating with another student during the examination.
- Using a mobile telephone/ pocket computer/ programmable calculator/ personal stereo or other similar communication devices during the examination.
- Non-compliance with instructions or advice of an invigilator in relation to the examination regulations.
- Disruptive behaviour in an examination room
- Impersonating another student or arranging to be impersonated (ie arranging for another person to take the examination)

21.2 Guidance on action to be taken if a breach of the examination regulations is suspected

The following points are provided as guidance to assist invigilators. As each situation will differ it is important that invigilators use their discretion within the boundaries set out below. All allegations of student malpractice may be considered by the CILEx Malpractice Committee which reviews the evidence provided, often by the invigilators at the examination centre and any other witnesses, if applicable, along with the candidate's written response to the allegation.

- Care must be taken not to disturb other candidates. However, the invigilator has the discretion to allow a little extra time if the incident has caused a disturbance. This must be documented on the Invigilator's Report form.
- If an invigilator suspects a candidate is breaching the examination regulations, for example, referring to notes, using a communication device etc, it is important to advise another invigilator present who can also act as a witness.
- Evidence of the breach of the regulations must be sought – the candidate should be discreetly observed by the invigilators present.
- In the event that the invigilators reasonably believe that the candidate is breaching the regulations – the candidate should be challenged. It may be appropriate to ask the candidate to step outside of the examination room to avoid disruption to the other candidates. Wherever possible two invigilators should be present.
- If necessary, a request that the candidate empties their pockets (or wherever the suspected unauthorised material was thought to have been placed) should be made. However if the candidate refuses, this should be noted, and no efforts should be made to search a candidate against their will.
- In the event that unauthorised 'material' is found in the possession of the candidate, a request should be made that the candidate gives the material to the invigilator. The material should be subsequently submitted to CILEx with the Invigilator's Report Form. However, if the unauthorised 'material' is electronic equipment (MP3 player etc) or a mobile phone – a record/description of the equipment should be made on the report form and there should be two witnesses (preferably invigilators) who are in a position

to describe the equipment which was found in the candidates' possession. The equipment should then be returned to the candidate.

- The candidate should be allowed to continue the examination, but the invigilator should insert a note in the candidate's answer booklet at the point they had reached, stating the time the malpractice was suspected and the candidate challenged.
- At the end of the examination, the candidate should be advised that a report will be made to CILEx and that the candidate will be invited by CILEx to provide their own report. All the evidence presented will be considered by the appropriate CILEx Committees.

If any matter not covered by these instructions arises during the course of the examination, it should be dealt with as appropriately as possible. Any candidate found to be in breach of any of the regulations should be permitted to complete the examination. The Invigilator's Report form must clearly detail any events that occurred and be submitted to the Quality Assurance Officer within 5 working days of the examination and the candidate should be informed of this action. In an emergency, the Awards-Operations Department can be telephoned (see **Section 2** for contact details).

In exceptional circumstances where the continuing presence of a candidate would hinder other candidates, a candidate may be expelled from the examination room. In this situation the expelled candidate's question paper and answer booklet should be secured and submitted to the Quality Assurance Officer with a report.

21.3 Completing the Invigilator's Report form in cases of suspected breaches of the examination regulations

A report must be provided if a candidate is suspected of breaching the examination regulations. The Invigilator's Report form should be used with additional sheets as necessary. The report should include the following information and should be submitted within 5 working days of the examination:

- CILEx Candidate number/ CILEx Membership Number/ Candidate's Name
- Centre Name and Number
- CILEx examination being sat by candidate
- Room plan indicating where the candidate was sitting in the examination room (essential if candidate is suspected of communicating with other candidates during the examination).
- The time of any events that occurred
- Names and details of any witnesses to the 'events'
- The reasons for the allegation of malpractice. Any evidence should be attached to the report.
- The complainant's name, signature and date of complaint/report and contact details.

21.4 Witness reports

Reports from other witnesses should be sought. If another candidate has made the accusation, their full details (including contact details) must be taken and advice given that CILEx will require a written report addressing the key points above. If possible this report should be made immediately after the examination. The Invigilator's Report form must detail such allegations even if the invigilator/s did not suspect misconduct.

22 Emergencies

Invigilators must take the following action in the event of an emergency such as a fire alarm, bomb or other security alert:

Evacuate the examination room in accordance with instructions given by the appropriate authority. Ensure that all examination materials are left in the examination room. However, consideration should be given to the possibility of taking the candidates, with the examination materials, to another place in order to complete the examination/assessment.

Ensure that the candidates are supervised as closely as possible whilst they are outside of the examination room so as to ensure that there is no collusion.

Note the time and duration of the interruption and notify CILEx.

Allow the candidates the full prescribed time for the examination if it continues.

In such circumstances, the safety of the CILEx candidates and the invigilators is of paramount importance and should not be compromised.

23 Returning candidate scripts and examination documentation to CILEx

Invigilators are required to arrange the candidates' answer booklets in SARMAS candidate number order. These consignments of answer booklets, together with their corresponding SARMAS forms and Invigilator's Report forms, must be returned to the Awards-Operations Department at CILEx by Royal Mail, **Special Delivery**. This **MUST** be undertaken on a **DAILY** basis, unless separate arrangements have been made with CILEx. Unused supplies of question papers and other examination stationery should be returned to CILEx at the end of the examinations including the emergency packets of examination papers.

**Appendix 1
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

Appendix 3

Pre – Examination Announcements

Before the examination starts please give your full attention to the following important announcements which I must go through with you.

- The nearest fire exit is ... in the event of a fire alarm, please follow my instructions.
- The toilet facilities are ...
- Please ensure that any bags have been placed at the side of the room.
- Mobile phones **must** be switched off and placed away from your desk.
- Ensure that you do not have any unauthorised materials (for example, revision notes, texts books etc.) in your possession.
- Candidates sitting **Law Examinations** - on your desk is the question paper and an answer booklet. You may read the instructions on the front of the question paper.
- Candidates sitting **Level 3 or Level 6 Practice Examinations** - on your desk is the question paper, a clean copy of the pre-released case study materials and an answer booklet. You may read the instructions on the front of the question paper.
- Candidates sitting **Level 4 Practice Examinations** – on your desk is the questions paper, the supporting materials and an answer book. You may read the instructions on the front cover of the question paper.
- Candidates sitting **Level 3 Unit 1 Introduction to Law and Practice** - on your desk is a combined question paper/answer booklet. You may read the instructions on page 3 of this booklet.
- Candidates are reminded that it is your responsibility to firmly attach additional booklets/detachable forms to the first answer booklet by a treasury tag.

(Invigilators - candidates should be informed of any addendum related to an examination question paper as advised by CILEx, prior to the start of the reading time.)

Completing the front page of your answer booklet:

- Please write your membership and candidate number found on your examination admission permit in the two boxes on both sides of the front cover of the answer booklet.
- Please write the unit title in the two boxes on both sides of the front cover of the answer booklet.
- You must not write your name anywhere in the answer booklet.
- Please use black or blue ink to record your answers.
- You are not permitted to leave the examination room during the first 45 minutes or the final 15 minutes of the examination.

- **Level 3 Unit 1 Introduction to Law & Practice ONLY** - you are not permitted to leave the examination room during this examination, unless you wish to use the toilet facilities. In which case you raise your hand and wait for an invigilator.
- If you wish to leave the examination room at any other point, you should raise your hand and wait for an invigilator.
- If you have any questions or require extra paper, please raise your hand and wait for an invigilator.
- Please ensure that you do not communicate with or disturb other candidates during the examination.
- **The following applies to all exams except Level 3 Unit 1 Introduction to Law & Practice and the Level 4 Practice Units.** There are 15 minutes reading time at the start of the examination. At the end of the 15 minutes reading time I will announce the start of the examination. For the Level 4 Practice units there are 30 minutes reading time. At the end of the 30 minutes I will announce the start of the examination.
- You can make notes on the question paper or in your answer booklet during the reading time. It is strongly recommended that you use the reading time to read the question paper fully. However, you may make notes on this question paper or in your answer booklet during this time, if you wish.
- I will announce when there are 15 minutes remaining before the end of the examination.
- I will be using the clock on the wall to time the reading and examination time.
- At the end of the examination, please remain seated in silence until all question papers and answer booklets have been collected. Do not attempt to work on your answer book during this time.
- The reading time will start at ... the examination time will start at ... and finish at ...
- All candidates are reminded that they must adhere to the CILEx examination regulations, which were made available with your CILEx examination permit.
(Invigilators - this is a link on the candidates permit on their myCILEx account to the regulations.)
- **Level 6 Law and Practice Units ONLY - Statute Books** (if applicable):
 - Please make sure your statute book is that designated by CILEx (an older or more recent edition of the designated statute book **is** permitted.)
 - The book **must not** contain any annotations in breach of the CILEx Examination Regulations, (e.g. writing, post-it notes, stickers, tabs, highlighted words/paragraphs/ sections, folded down pages, additional pieces of paper.)
 - Please note statute books will be checked by the invigilator.
(Invigilators - if a candidate informs you that they have an annotated statute book prior to the start of the reading time then please allow the candidate to put their book away before the reading time.)

- Does anyone have any questions?

(Invigilators - at the designated start time please advise candidates that the reading time has started. After the reading time please advise that the examination has started. 15 minutes before the examination finish time, please announce that there are 15 minutes remaining.

**** There is no reading time for Level 3 Unit 1 Introduction to Law and Practice which is one hour in duration. Announcements relating to the duration of the exam and reading time should be tailored accordingly.)***