



# **Regulations for Timed Assessments with Remote Invigilation – Level 3 Paralegal Apprenticeship End-Point Assessment**

# Introduction

1. The Regulations are in place to protect the integrity of CILEX qualifications, and to ensure the fair treatment of all apprentices.
2. It is recommended that you also read the CILEX Apprentice Guide for Online Timed Assessments with Remote Invigilation.

## Scope

3. All apprentices taking online Timed Assessments with remote invigilation must comply with these Regulations.

## Timed Assessment arrangements

4. The date and time of each Timed Assessment is set out in your Gateway Confirmation email.
5. At the start time of each Timed Assessment you must click on the link to the Timed Assessment in the CILEX email containing the link to the live Timed Assessment and carry out the pre-assessment checks as instructed.

## ID check requirements

6. You are required to show proof of identity. You must present one item from the following, which must show a photograph and signature:
  - ✓ Current Valid Passport (any nationality)
  - ✓ Current Full or Provisional UK Photo Card Driving Licence
  - ✓ UK Residence Card
  - ✓ Current Student ID Card
7. If you do not have valid ID (as identified above) you must contact CILEX a minimum of 10 working days before your Timed Assessment in order that alternative assessment validation arrangements can be put in place.
8. Apprentices, who do not present ID meeting the CILEX identity check requirements, may have their Timed Assessment voided.

## Timed Assessment Conditions and Regulations

9. You must behave professionally and honestly at all times during the Timed Assessment and ensure that your conduct does not compromise the integrity of CILEX End-Point Assessment (EPA).

10. You must take the Timed Assessment in a private, well-lit room with a workstation (desk/table) free from personal items.
11. The Timed Assessment is accessed on the ProctorExam platform using a laptop/PC (meeting the specification on the CILEX website). You are not permitted to access other applications e.g. Microsoft word, outlook, other internet sites or similar during the Timed Assessment.
12. You must ensure there are no onscreen disruptions during your Timed Assessment. Set any background notifications e.g. Microsoft Teams, to do not disturb.
13. You must carry out the pre-exam environment checks, ensuring you scan your workstation and room, in accordance with the onscreen instructions.
14. It is a requirement that you are monitored throughout the duration of the Timed Assessment via your webcam, screenshare and mobile phone (using the ProctorExam App). You must check your cameras (webcam and mobile device) are positioned correctly when instructed onscreen. Footage from the webcam, screenshare and mobile phone will be recorded and reviewed.
15. You must only use one monitor/screen. A second monitor is not permitted.
16. You are allowed to use the *Permitted Materials and Devices*, as listed below, only. There should be no unauthorised materials on bookshelves, walls, tables, workstation or similar.
17. You are required to show any permitted materials you are using to the webcam as follows:
  - show the front cover of any statute books, law books or similar to the webcam,
  - flick through the Advanced Materials and any research notes or other reference materials you will be using whilst holding the documents up to the webcam.
18. You are not permitted to have a pre-prepared response in a Timed Assessment.
19. You must not be interrupted for the duration of the Timed Assessment and must not communicate with another individual during the Timed Assessment, except the online chat Tech Support available on the ProctorExam platform or CILEX (see below).
20. You must produce individual and original work for the Timed Assessment.
21. Hats or head coverings are not permitted except when worn for religious reasons and only if your full facial features are clearly visible. You are not permitted to wear sunglasses\*, smart watches, headphones/headsets, or earplugs.

*\* If you have a medical condition which means you need to wear sunglasses, please contact CILEX as soon as possible.*

22. You must not block your webcam and are required to remain in full view of your webcam for the duration of the Timed Assessment, except when taking a toilet break, as set out below.
23. You must not move around the room, except to take a short toilet break, see below.
24. You are permitted to leave your workstation to go to the toilet but must be away for no longer than 5 minutes at any time. The clock will keep running during a toilet break. You must not bring anything back into the room if you take a toilet break.

25. You are not permitted to smoke or vape during a Timed Assessment.
26. If you experience significant technical difficulties in a Timed Assessment and the online chat Tech Support available on the ProctorExam platform is unable to assist, you may use your mobile phone to contact CILEX.

## Permitted materials and devices

27. You are permitted the following only in the Timed Assessment:
  - ✓ laptop/PC which is being used to take the Timed Assessment
  - ✓ one mobile device with the ProctorExam App downloaded to record you throughout the Timed Assessment
  - ✓ a second keyboard
  - ✓ a computer mouse
  - ✓ pens, pencils, highlighters
  - ✓ a drink
  - ✓ scrap paper
  - ✓ clean or annotated copies of statutory authorities and decided cases, which you used for research prior to the Timed Assessment\*
  - ✓ clean or annotated copy of the Advance Materials\*
  - ✓ research notes in hardcopy, which can be handwritten or typed\*
  - ✓ any other reference material which you would use in the workplace\*.

*\* The permitted materials you use in the Timed Assessment must be in hardcopy and must not be accessed electronically.*

28. You must ensure that your workstation is cleared of any other items, other than those specified above.

## Non-Compliance with Timed Assessment Conditions and Regulations

29. The mobile phone, webcam and screenshare footage is reviewed to validate each Timed Assessment. Potential breaches of the Timed Assessment Conditions and Regulations are reported to CILEX.
30. CILEX investigates any potential breaches of the Timed Assessment Conditions and Regulations in accordance with the CILEX Malpractice and Maladministration Policy – Level 3 Paralegal Apprenticeship End-Point Assessment and CILEX Malpractice and Maladministration Procedure – Level 3 Paralegal Apprenticeship End-Point Assessment.
31. CILEX will take action in accordance with the CILEX Sanction Policy – Level 3 Paralegal Apprenticeship End-Point Assessment, to minimise risks to the integrity of an EPA and maintain confidence in EPAs.

- 32. Non-compliance with the Timed Assessment Conditions and Regulations may also be a breach of the CILEX Code of Conduct which may be investigated.
- 33. Examples of violations are set out in Appendix 1.

Summary of changes between V1.2 and previous version
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No onscreen disruptions during your Timed Assessment (paragraph 12)
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## Appendix 1

### Exam violations

The following list sets out examples of violations. This list is not exhaustive and any other actions/behaviours which may compromise the integrity of an EPA will be investigated:

- (i) Failing to show valid ID (as identified above) or showing ID which is not clearly visible.
- (ii) Failing to complete all the pre-assessment checks properly in accordance with the onscreen instructions.
- (iii) Failing to produce individual and original work for the Timed Assessment.
- (iv) Having a pre-prepared response in a Timed Assessment.
- (v) Plagiarism – a substantial amount of material from a published work (including the internet) not referenced and presented as apprentice’s own work.
- (vi) Having an unauthorised device to access the internet or receive communications in the room (e.g. including but not limited to a second mobile device, smart watch, portable media player, e-reader, PDA, or similar device). Apprentices are required to have one mobile device with the ProctorExam App downloaded in the room to record them during the Timed Assessment. Apprentices are not permitted to use this device for any other purpose.
- (vii) Having insufficient lighting in the room resulting in an apprentice not being sufficiently visible on the camera recordings.
- (viii) Accessing or attempting to access other applications for example Word, Excel, windows explorer, files, websites, emails or similar.
- (ix) Communicating with or attempting to communicate with anyone during the Timed Assessment. Apprentices are only permitted to access the online Tech Support.
- (x) Having another person present in the room at any point during a Timed Assessment.
- (xi) Attempting to copy or copying the work of another apprentice during a Timed Assessment.
- (xii) Leaving an apprentice’s workstation for more than 5 minutes. Apprentices are permitted to leave their workstation to go to the toilet but must be away from the room for no more than 5 minutes.
- (xiii) Bringing anything into the room when returning to the room after a toilet break.
- (xiv) Arranging to be impersonated by another individual in a Timed Assessment.
- (xv) Accessing confidential assessment materials prior to a Timed Assessment.
- (xvi) Smoking or vaping in a Timed Assessment.
- (xvii) Using earplugs, headphones, or headsets during a Timed Assessment.
- (xviii) Using multiple screens. Apprentices are permitted to use one screen only.
- (xix) Wearing a watch of any kind during a Timed Assessment.
- (xx) Wearing sunglasses or smart glasses during a Timed Assessment.
- (xxi) Wearing a hat or head covering (except when worn for religious reasons), an apprentice’s full facial features must be clearly visible.
- (xxii) Behaving suspiciously for example, continuously looking around the room or in a particular direction i.e. up/down/left/right, at wrists, or hands.
- (xxiii) Opening drawers, cupboards, or other furniture during a Timed Assessment.
- (xxiv) Altering or interfering with CILEX assessment documentation, for example, results notifications or certificates.