



Security of Examination Scripts Policy

CILEX Regulated Qualifications

Purpose

1. The purpose of this policy is to set out the key principles CILEX will follow in the unlikely event of missing script(s). The policy balances CILEX's responsibility to protect the integrity of the professional qualifications alongside its responsibility to ensure the fair and equal treatment of learners.
2. This policy should be read in conjunction with the CILEX Security of Examination Scripts Procedure – CILEX Regulated Qualifications.

Scope

3. This policy applies to CILEX learners, training providers, training provider staff and associated contractors, CILEX staff and assessors and other CILEX contractors involved in the assessment and/or delivery of CILEX regulated qualifications (Appendix 1).

Definitions

4. The term 'missing script' in the context of this policy means a response to a CILEX examination which is lost or not accessible, for example, a learner's response to an examination question is not accessible on the e-assessment platform. A script is classed as missing only where all attempts to locate it have failed.

Investigating and searching for a missing script

5. When a script has been identified as missing, every effort will be made to locate it. The Head of Awarding Body will appoint an Investigating Officer who will take responsibility for completing the investigation. The Investigating Officer will produce a report for the Head of Awarding Body.

Responsibility for decision

6. Where the investigation and search does not locate the script, the decision regarding the result to be awarded to the learner affected rests with the Head of the Awarding Body.

The decision

7. There are two decisions the Head of Awarding Body can reach:
 - award a discretionary pass
 - not award a discretionary pass.

8. The Head of Awarding Body will balance the responsibility to protect the integrity of the professional qualifications with the responsibility to ensure that all learners are treated fairly and equitably.
9. The Head of Awarding Body's decision must be supported by evidence.
10. The rationale for each decision is recorded.

Notification to learner

11. The learner affected will be sent a letter, along with their assessment result, explaining the events that occurred, and the decision reached.

Missing script appeals

12. Information about appealing the outcome of a missing script application is set out in the CILEX Appeals Policy – CILEX Regulated Qualifications and the associated CILEX Appeals Procedure.

Policy review arrangements

13. This policy is subject to a three-year review cycle. However, the policy may be reviewed more frequently to address regulatory changes, operational feedback or concerns brought to the attention of CILEX to ensure the policy remains fit for purpose.
14. This policy is also reviewed as part of CILEX ongoing quality improvement monitoring.

CILEX Regulated Qualifications

CILEX Level 6 Certificate in Law

CILEX Level 6 Diploma in Law and Practice

CILEX Level 6 Diploma in Legal Practice (Graduate Fast-track Diploma)