

## **Awards Reporting Requirements**

### **For all qualifications' providers**

Where a qualifications provider seeks an exemption from all of the academic requirements to become an Authorised Person, the provider is required to demonstrate that the qualification is equivalent with the CILEx qualifications.

The minimum requirements for exemption would be that the qualification is equivalent with the CILEx Level 3 Diploma and the CILEx Level 6 Diploma.

Information should be provided by the qualifications provider to cover:

- Syllabus mapped to the relevant CILEx units, to demonstrate minimum coverage of 50% of the CILEx syllabus
- Size of each unit/module in credits that make up the qualification
- Level of the qualification on a nationally recognised qualifications framework
- Assessment methodology
- Quality Assurance arrangements for the qualification, and
- Regulated status of the qualification (e.g. Office for Students)

All exemptions will be administered by CILEx under the CILEx Exemptions Policy.

### **For CILEx**

1. Under the Legal Services Act 2007, CILEx Regulation (CRL) is required to assure the academic standards of the Chartered Institute of Legal Executives (CILEx) qualifications which lead to Chartered Legal Executive/Fellowship, through oversight of their design and delivery.
2. In order to design and deliver qualifications which are of appropriate quality, CILEx Awards should have effective policies and procedures in place to cover:
  - 2.1 Development of and changes to syllabus and assessment criteria
  - 2.2 Changes to subjects available for study
  - 2.3 Development of and changes to methods of assessment
  - 2.4 Security of examination/assessment papers
  - 2.5 Integrity of examination/assessment papers against syllabus
  - 2.6 Integrity of the assessment process
  - 2.7 Consistency of examination/assessment results
  - 2.8 Integrity of centre accreditation and revalidation
  - 2.9 Development of and changes to the criteria and process for awarding exemptions from the CILEx examination/assessments

3. In order to comply with this requirement for oversight, CRL has set out the annual reporting requirements of the CILEx Qualifications Department to CRL.
4. The requirements are divided into 4 categories:
  - 4.1 Syllabus and Assessment Criteria
  - 4.2 Assessment
  - 4.3 Exemptions
  - 4.4 Other relevant information
5. The annual report will be presented to the CRL Board in the first quarter of each calendar year and will provide the evidence needed to assure the quality and standards of the CILEx qualifications leading to Fellowship. On receipt, CILEx Qualifications will be accredited to deliver the CILEx qualifications which support the CILEx Fellowship qualification for 12 months.

### **Syllabus and Assessment Criteria**

6. The CILEx Qualifications Department will provide CRL with the following information for the first year:
  - 6.1 Syllabus and Assessment Criteria for all CILEx Level 3 and Level 6 examination/assessments
7. In future years, CILEx Qualifications should provide the following information:
  - 7.1 Proposed changes to the range of law, practice and professional skills units
  - 7.2 Proposed changes to the syllabus or assessment criteria of any law, practice or professional skills unit
8. Information provided should include reasons for the changes.
9. Changes to syllabus and assessment criteria should only take place following the agreement of CRL. This should be planned/managed annually.

### **Assessment**

10. The CILEx Qualifications Department will provide CRL with the following information for the first year:
  - 10.1 Details of the methods of assessment for CILEx examination/assessments
  - 10.2 Details of the methods used to assure the integrity of the examination/assessment papers:

- Security of examination/assessment papers before and after despatch,
  - Explanation of the methods used to assure that the examination/assessment papers cover a sufficient range of areas from the syllabus
  - Identification of the examiners and revisers, responsible for setting the examination/assessment papers, including their qualifications
- 10.3 Details of the methods used to assure the integrity of the examination/assessment process:
- Explanation of the process of appointment, training and monitoring of invigilators
  - Identification of examiners and assessors, including their qualifications
  - Explanation of marking and remarking procedures
  - Explanation of the procedures followed where scripts are lost, including the procedure used for awarding compensated passes
- 10.4 Details of the processes used to ensure that examination/assessment results are consistent both between scripts and over time
- 10.5 Evaluation of the data from the January and June assessment sessions, to provide CRL with a reasoned analysis of any risks which may pose a threat to the quality of the qualification
- 10.6 Details of the processes used to ensure the integrity of centre accreditation:
- Details of the procedures for accreditation, reaccreditation and monitoring of centres
  - Details of risk monitoring procedures for centres
- 10.7 Evaluation of risk monitoring of centres to identify potential threats to the integrity of the qualification

11. In future years, CILEx Qualifications should provide the following information:

- 11.1 Proposed changes to methods of assessment
- 11.2 Proposed changes to the procedures for ensuring the integrity of examination/assessment papers
- 11.3 Proposed changes to the procedures for ensuring the integrity of the examination/assessment process
- 11.4 Proposed changes to the procedures for ensuring consistency of examination/assessments both over time and between scripts
- 11.5 Evaluation of data for the January and June Assessment sessions, providing reasoned analysis of risks arising and which may pose a threat to the quality of the qualification
- 11.6 Proposed changes to the processes used to ensure the integrity of centre accreditation

- 11.7 Evaluation of risk monitoring of centres to identify potential threats to the integrity of the qualification

## **Exemptions**

12. The CILEx Qualifications Department will provide CRL with the following information for the first year:

- 12.1 Explanation of the criteria and process for awarding an exemption for approval
- 12.2 Evaluation of the numbers receiving an exemption from some or all of the CILEx qualifications

13. In future years, CILEx Qualifications should provide the following information:

- 13.1 Proposed changes to the criteria or process for awarding exemptions
- 13.2 Evaluation of the numbers receiving an exemption from some or all of the CILEx qualifications

## **Other relevant information**

### Threats to the integrity of CILEx Qualifications

14. The CILEx Qualifications department will notify CRL and CILEx Institute Board as soon as it becomes aware of any threats to the quality or standards of the qualification. This may include incidents which are subject to an Adverse Effects report to Ofqual but may also include incidents which would not be the subject of such a report.

### Fundamental redesign of qualifications

15. Where the CILEx Qualifications team determines that a fundamental change to qualifications is required. CILEx should notify CRL giving as much notice as possible and providing a comprehensive report which sets out all the proposed changes which may impact on the perception of the quality or standard of the qualifications.

3 April 2020