

**LEVEL 3 CERTIFICATE & PROFESSIONAL
DIPLOMA IN LAW & PRACTICE
And
LEVEL 6 PROFESSIONAL HIGHER DIPLOMA IN
LAW AND PRACTICE/SINGLE SUBJECT
CERTIFICATE/GRADUATE 'FAST TRACK' DIPLOMA**



PROFESSIONAL SKILLS UNITS REGULATIONS 2012

General Information

Students are required to complete a number of tasks as part of their studies towards the Professional Skills units (Level 3 units 16 Client Care Skills & 17 Legal Research Skills and Level 6 units 22 Client Care Skills and 23 Legal Research Skills). These tasks are undertaken over a period of time with the student's accredited centre (college). The student's accredited centre determines the time and the way in which these units are delivered to the students. The tasks are then assessed by the student's accredited centre, and all the work for each student, which must be of a Pass standard, is forwarded to ILEX for quality assurance checks by an ILEX-appointed moderator.

There are submission windows for student work each year in January and June. Centres are only permitted to submit student work for quality assurance checks at these points and at no other point during the year.

Students must register for the submission window at which they wish to submit their Professional Skills assessment/s to be quality assured by ILEX. Students may register online via the ILEX website (www.ilex.org.uk). The Professional Skills registration fee is paid as part of the registration process. It is essential that students discuss their Professional Skills assessments with their tutors before deciding whether to register to have their assessment/s submitted for the relevant submission window. ILEX **does not** issue credits or refunds to students whose centre does not submit their work.

Protecting the integrity of the Professional Skills assessments

ILEX has a responsibility to protect the integrity of the Professional Skills assessments and to take appropriate measures to be certain that each student's work is their own.

All Professional Skills students are required to comply with the regulations set out below. Students must sign the Candidate Submission Checklist to confirm compliance with the Professional Skills regulations.

Regulations

1. Students must register to have their Professional Skills assessment/s submitted at a particular submission window. ILEX will **not** accept Professional Skills assessments for students who are not registered to have their Professional Skills assessment/s submitted to ILEX for the submission window.
2. Students must produce their own individual and original work for each of the Professional Skills assessment tasks.
3. Students must keep their work for assessments for the Professional Skills units secure.
4. Students must **not** share with other students the preliminary notes, drafts or final versions of their Professional Skills assessments. (This includes but is not limited to providing a fellow student with a copy of preliminary notes, drafts or final versions of assessment/s on a memory stick, via email or in hard copy, or similar actions which could compromise the security of a student's work.)
5. Students must **not** work together when producing their preliminary notes, drafts and final versions of assessment/s for the Professional Skills units.
6. Students must **not** copy the preliminary notes, drafts or final versions of assessment/s of another student in producing responses to Professional Skills assessments.

7. Students must ensure that sources of information are clearly identified and referenced. Plagiarism, which is defined as 'passing off someone else's work as your own either intentionally or unintentionally', is a serious offence.
8. Special consideration is **not** permitted for Professional Skills assessments. Students who are unwell or adversely affected by circumstances at the time of producing a response to a task should arrange with their centre to undertake the task on another occasion.
9. Student assessments for the Professional Skills units must be word processed.

Guidance

10. Students must keep a copy of their Professional Skills assessment/s because ILEX will **not** return assessments which are submitted to ILEX.
11. Students should pay attention to the presentation of their responses to the tasks. Full sentences should be used with appropriate grammar and spelling.
12. Students should include their name on each page of the assessment.
13. Student work for the Professional Skills assessments should be presented in the simplest format using a treasury tag to attach all the documentation securely.
14. Lever arch folders and plastic/card wallets or folders must **not** be used to present student work.

Penalties for student malpractice

ILEX may impose penalties on a student in the event that malpractice is proven. The Awards Malpractice Committee determines the penalties to be imposed. The following criteria inform the level of penalty imposed on a student. The criteria are not exhaustive but provide a benchmark against which individual cases are considered.

Penalty	Criteria
Written warning	<p>Minor breach of the regulations which does not affect the integrity of the assessment, for example:</p> <ul style="list-style-type: none"> ▪ Plagiarism – a limited amount of material from a published source not referenced in a Professional Skills assessment but which does not call into question the student's achievement of the assessment requirements.
One assessment task for a Professional Skills assessment declared void	<p>Significant breach of the professional skills regulations which affects the integrity of the assessment for one task only, for example:</p> <ul style="list-style-type: none"> ▪ Drafts or final versions for one Professional Skills task shared with another student ▪ Copying another student's work for one Professional Skills task only ▪ Working together with another student (or other students) to produce the response for one Professional Skills task only ▪ Plagiarism – a substantial amount of material from a published work not referenced for one task only.
Professional Skills Assessment result declared void	<p>Significant breach of the regulations which affects the integrity of the assessment for more than one task, for example:</p> <ul style="list-style-type: none"> ▪ Drafts or final versions for more than one Professional Skills task shared with another candidate ▪ Working together with another student (or other students) to produce the response for more than one Professional Skills task ▪ Copying another student's work for more than one Professional Skills task ▪ Plagiarism – a substantial amount of material from a published work not referenced for more than one Professional Skills task.

The 'ILEX Procedures for Dealing with Cases of Suspected Student Malpractice' which are available on the ILEX website set out the ILEX malpractice procedures.

ILEX Professional Standards Ltd (IPS)

The Awards Malpractice Committee refers proven cases of student malpractice to ILEX Professional Standards (IPS). IPS may conduct a further investigation and determine what action to take against the student's membership of ILEX. IPS may:

- Accept a person's response and take no further action;
- reprimand or warn a member;
- require a member to give an Undertaking as to his/her future conduct;
- impose conditions on a member in respect of their conduct or in relation to their employment;
- if it is a serious matter refer it to ILEX's Disciplinary Tribunal which can impose a fine on a member or exclude them from membership of ILEX.

Professional Skills Assessment Results

Students should refer to the Qualifications Handbooks or the ILEX website (www.ilex.org.uk) for the Professional Skills results release date.

- Professional Skills assessment results will only be available online through MyILEX (www.ilex.org.uk) or by postal notification. Results are not issued over the telephone.
- Professional Skills assessment results will not be released to any other person before the full list of results is published in the ILEX Legal Executive journal without written authorisation from the student.
- Students who do not wish any passes achieved to be included in the printed 'Pass List' must make this request in writing to the Awards-Operations Department at ILEX by email awards@ilex.org.uk before the deadlines available on www.ilex.org.uk

Results Enquiries and Appeals

Information about results enquires and the appeals process is available in the Qualifications Handbooks and on the ILEX website (www.ilex.org.uk).