

ACL Training Aptitude Test

1. Introduction

The Aptitude test is used by ACL Training to assist our candidate enrolment process for our Costs Lawyer qualification in accordance to the CLSB Training and CPD Regulations 2013. The test helps ACL Training to make fairer choices to enroll applicants who want to join the programme.

The results of the test will be used in collaboration with other admissions processes such as references and evidence of other academic qualifications. The test is not designed to test a candidate's knowledge of law or any other subject but to demonstrate their aptitude for the skills required to embark on the Costs Lawyer qualification.

2. The Test

The test uses multiple choice questions based on passages of text and is 1 hour duration. The second element to the test requires the completion of an essay which will not be graded but will be considered. Candidates' scores from the multiple choice section of the test are checked, and a mark out of 40 is created. The score and essay will then be used to supplement a candidate's application and show their aptitude for studying the Costs Lawyer qualification.

3. Sitting the Test

You need to take the Test if you are applying for entry after 2014 to our Costs Lawyer qualification and do not have sufficient evidence to meet the academic entry requirements prescribed by the CLSB. As well as taking the Test, you need to apply for the course in the normal way.

Prior to undertaking the test students must arrange to sit the examination with the course Administrator, this request must be put in writing and submitted with the course application form and fee.

4. Test Duration

The Test is a 1 hour test in two sections. Section A consists of 12 Literacy multiple choice questions based on 2 passages. Section B consists of 28 numeracy multiple choice questions.

The essay will be released to the candidates upon completion of the test. Candidates will have 7 days to submit the essay of 1000 words to the Education Administrator.

5. Results

Your results will be made available to you upon notification as to the outcome of your application for the Costs Lawyer qualification

6. Appeals

Appeals may be made against the results of examinations or marking on academic grounds.

Any representations must be made within 10 days of the notification of the result of the marking of an examination unless, having regard to the circumstances of a particular case, the Programme Manager determines that representations made outside of this period be allowed.

7. Review of Policy

The Education Committee and Head of Education will review this policy annually.