



**Costs Lawyer Qualification
New Course Student Handbook
2017-2018**

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1. Introduction - This Handbook

This student handbook is designed to provide you with the information you need to start learning, progress with your studies and to answer any questions you might have.

The handbook contains seven sections and we recommend that you familiarise yourself with these right at the start of your course and refer to them throughout when you need them.

- Introduction and Welcome
- Your Learning and Student Charter
- General Course Information
- Essential Information
- Data Protection Notes

If you are not able to locate the information you are looking for please contact our Administration Team by telephoning 0203 174 0967 or email them using enquiries@costslawyer.co.uk.

We hope that you will enjoy studying with ACL Training. You will find that learning is both challenging and enjoyable and we all look forward to working with you over the duration of your programme. If there is anything that we can do to help please let us know.

Further information about ACL and ACLT can be found by visiting www.costslawyer.co.uk.

2. Welcome to ACL Training

2.1 ACL Training

ACL Training (ACLT) is a subsidiary of ACL that runs training courses for ACL members, students who wish to qualify as costs lawyers and for the wider legal profession. ACLT is the sole provider of the Costs Lawyer Qualification as authorised by the Costs Lawyer Standards Board (CLSB).

We have designed our courses so that you are able to juggle studying with your work. Each module will be assessed as we go so you will be sure that you are making progress.

Our courses are intended to be high quality and good value for money. The fees that you pay are lower than for comparable courses and will cover online tutorials, compulsory seminars, ACL Trainee membership, most of the learning materials and access to the bespoke online learning environment (OLE).

2.2 The Education Committee

As the delegated arm of Council, the ACL Education Committee's role is to ensure oversight of the key performance indicators agreed with ACLT and to work together to agree the direction and key components of new products or product strategies, which the Committee will then recommend to Council for approval.

2.3 The ACLT Board

The ACLT Management Board's role is to advise and make decisions at the operational level, within the parameters agreed in the business plan, working closely with the ACLT executive team.

2.4 The Head of Education

The Head of Education works under the academic guidance of the Chair of the ACLT Board and members of the ACLT Board and leads the delivery and quality assurance of the qualification. The Head of Education is also responsible for the day to day running of the course. The Head of Education deals with any course related queries, including queries on assignments, course materials and timetabling. Queries should be emailed.

2.5 Course Tutors

Each trainee is assigned a course tutor. The tutor's role is holistic: to support trainees across all the domains of the course on academic progress and their personal and professional development. Your first port of call should always be your tutor as he or she will often have an immediate answer to almost any question. When a tutor is unable to answer your query they will be able to direct you to the appropriate person to speak to.

2.6 Administration Team

Your second point of contact is the ACL Administration Team which is the hub of student-related information i.e. admissions, student administration and the organisation of your assessments and examinations. The team are there to help whether you need to change

your contact details, apply for an extension (or deferral), to advise in situations where postponement may be appropriate, where you are experiencing problems with submitting and assignment or ask a question about the regulations. The team can be reached by email or on the telephone. The team aim to deal with queries within two working days.

2.7 Student Council

The ACL Student Council (SC) plays a crucial role in ensuring that students' opinions are heard. For example, they can feed back to ACLT staff students' views on what works well on the course and what doesn't and put forward ideas that they and their peers believe could improve current practices. They also help the ACL sub-committees with matters that affect the wider membership.

2.8 Summary of ACLT Contacts

	Email	Hours	Telephone
The Administration Team	enquiries@costslawyer.co.uk	Between 9-5 Monday to Friday	0203 1740967
Head of Education	education@costslawyer.co.uk	Between 9-5 Monday to Friday	

3. You as a Learner

The course is at the same level of study as you would encounter when studying at a university, i.e. it is a level 6 qualification (meaning of degree level equivalence). This means that during your course you will need to actively engage in your learning; developing your skills and your ability for independent research. In order to get the most out of your course you will need to develop your own skills as an autonomous learner, actively engaging with others as well as taking responsibility for your own development. This will help to you to learn far more, at a deeper level, and be able to retain this new knowledge for longer.

Learning will not only take place only through working independently, but also in a variety of other ways; for example actively engaging in discussion and debate during tutor facilitated sessions online.

Your thinking, understanding and perceptions will be challenged as you progress through the course and this should bring about new insights and new skills that you can transfer back to the workplace.

As part of the learning process you will need to reflect upon your learning and insights. Many professional managers and leaders engage in reflective practice and link this directly to their own professional development. Therefore, you are encouraged to record and reflect upon your learning as you journey onwards. This will reinforce your learning, help you identify specific areas for focus and question, link learning together to maximise its impact and enable you to apply your learning and discovery to your own personal situation. This will also assist you when you evidence how you have met the three years supervised practice element required to qualify as a costs lawyer.

The first step is to establish a reflective journal and to use this to record your learning and experience. Reflective practice helps you to focus on your goals and establish a personal development plan. During the first and third year of your studies you will receive specific guidance on how to make your personal development plan (PDP) work for you. This plan can also be used to evidence your time in supervised practice to support your application to the CLSB to become a costs lawyer. You should consider the Supervised Practice Handbook to ensure you are aware of the assessment process for supervised practice.

By taking ownership for your own personal development and planning activities you will be able to achieve more both professionally and personally. Henry Ford was remembered for once saying "if you believe you can, or believe you can't, you're right".

Another key element in ensuring your learning is contextualised and retained is the various assignments, seminars and examinations that will be embedded throughout your course. Whether or not these are directly related to your achieving your qualification, they all provide a focus for your learning, pulling together various threads, and give you a real measure of how you are progressing. Don't forget these elements in your reflective practice.

4. Our Student Charter

4.1 Before you begin

You can expect:	You are expected to:
<p>ACLT to provide information on available courses and services, entry requirements and final qualifications; fees and any other charges associated with your course; the facilities and support available to students with a disability or long-term health condition.</p> <p>A reply to any enquiry about how to join the ACL and the course you wish to study within 10 working days from receipt of the enquiry.</p> <p>A reply to a direct application within 10 working days of receiving it. We will try to inform you if you have got a place within 28 working days, although this may be longer for courses with a stated closing date for applications.</p>	<p>Provide full and accurate information as requested.</p> <p>Keep your appointment for any interview you have agreed to attend/engage in, or contact us as soon as possible if you need to arrange an alternative date.</p> <p>Inform us if you have a disability and need additional arrangements so that reasonable adjustments can be made.</p> <p>Tell us about any additional help you need before you start your studies.</p>

4.2 Induction

You can expect:	You are expected to:
<p>ACLT to provide an induction programme (typically) during your first week. This induction will help you to make the transition to ACLT study; take responsibility for managing your own learning; provide a general introduction to ACLT and its systems.</p> <p>Advice and information for students with disabilities or long-term health conditions.</p> <p>A calendar for the academic year.</p>	<p>Participate in the activities arranged in the induction sessions.</p> <p>Make timely and responsible use of the various support and guidance services made available to you by ACLT.</p> <p>Familiarise yourself with ACLT's regulations.</p>

4.3 Your course

You can expect:	You are expected to:
<p>ACLT to provide suitably qualified teaching and support staff, who provide courses supported by up-to-date materials.</p> <p>Staff to arrive punctually for timetabled sessions.</p> <p>Staff to give as much notice as they can of changed tutorial/seminar arrangements.</p> <p>To receive accurate and up-to-date information about the content, intended learning outcomes, teaching methods, supervision arrangements, engagement and assessment requirements of your course.</p> <p>To be notified of any changes to your course or its assessment that affects you.</p> <p>Work to be marked fairly, objectively and without bias and for assessment criteria to be clear and openly available.</p> <p>Assignments that you submit on time to be marked and returned to you with constructive written or oral feedback approximately 3 weeks after the submission date.</p> <p>Feedback on your performance in examinations upon request.</p> <p>That your achievements are recorded in a clear and accurate way during, and at the end of, your course.</p> <p>To be provided with or given access to facilities and material necessary to undertake your course as described.</p> <p>To be provided with the opportunity to maintain a Personal Development Profile that may act as evidence of the supervised practice for the purpose of registering with the CLSB as a costs lawyer.</p>	<p>Ensure that you are familiar with and observe the requirements of your course and its regulations.</p> <p>Ensure that any module choices you make meet the qualification requirements and that you take academic advice.</p> <p>Be an active participant in the learning process and manage your time effectively.</p> <p>Engage with all agreed sessions punctually and explain to your tutor the reason for any missed engagement, including absences due to sickness.</p> <p>Make your tutors aware of any difficulties you may be experiencing immediately.</p> <p>Submit work for assessment and attend examinations as required and on time.</p> <p>Make any submission for deferral of an assessment due to extenuating circumstances as soon as possible before the assessment date, including provision of supporting documentary evidence.</p> <p>Ensure that you are familiar with the definitions of cheating in examinations and assessments, including plagiarism as set out in your course Student Handbook.</p> <p>Refer to your Academic Handbook in respect of good referencing techniques and seek additional advice if you are unsure.</p>

4.4 Learning support

You can expect:	You are expected to:
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<p>To be allocated a tutor who will be accessible on a timetabled and an appointment basis to help you plan your learning on the course and review your overall performance.</p> <p>To receive friendly, helpful advice and support from staff.</p> <p>To receive reasonable adjustments to enable you to participate in learning activities should you have extra-curricular commitments and/or have an identified disability or long-term health condition.</p> <p>To have access to online learning support for every module on the Costs Lawyer Qualification.</p>	<p>Use online facilities with care and consideration for other users and comply with any regulations governing its use.</p> <p>Engage with any alternative and/ or additional arrangements put in place to support you in your learning.</p> <p>Act at all times in accordance with ACLT's regulations and procedures.</p> <p>Treat all members of the ACLT community and visitors to ACLT with the same courtesy and respect you are entitled to expect from them.</p>
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4.5 Professional Support Services

You can expect:	You are expected to:
<p>To receive friendly, courteous and efficient support and advice and an indication of the likely time it will take to complete routine processes together with an explanation and an indication of the likely period of delay if the issue is particularly complicated.</p> <p>That your personal details will be processed in accordance with the relevant legislation and as described in the fair processing statement provided at enrolment.</p>	<p>Be courteous when making enquiries of administrative staff and to provide full and accurate information to enable staff to handle your enquiry in a timely manner.</p> <p>Make known any changes in personal circumstances which may have implications for an administrative procedure or for your use of any service, for example updating your address details.</p>

4.6 Feedback and participation

You can expect:	You are expected to:
<p>Information on quality assurance processes to be readily available and reports on the quality of ACLT's academic provision to be available on request (except reports that relate to the assessment of individuals).</p> <p>To be able to participate in the quality assurance/enhancement processes associated with your course by way of evaluative questionnaires and the opportunity to feed back via Student</p>	<p>Assist in improving the quality of ACLT's academic provision by giving your views honestly, fully and constructively.</p> <p>Participate in processes to nominate or elect Student Council member and to ensure that Student Council members are aware of your views and any issues that they need to raise on students' behalf.</p> <p>If you are a Student Council member, to</p>

<p>Council members.</p> <p>To receive information on what action has been taken in response to student feedback via minutes of Student Council meetings, reports from student representatives, ACLT publications or by personal meeting.</p> <p>Elected or nominated places for students to be provided on relevant ACLT committees, boards, sub-groups and working parties (except those responsible for making assessment decisions, for confidential staffing or other matters).</p>	<p>attend the committee or body (and any associated meetings) to which you have been elected or nominated and to seek and convey the views of the students you are representing.</p>
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4.7 Complaints

You can expect:	You are expected to:
<p>Information to be available on how to seek a review of the decision of an assessment board or examination panel, how to request a subsequent appeal, how to raise a complaint and how disciplinary matters are handled.</p> <p>Any review, appeal, complaint or disciplinary proceeding to be dealt with fairly, impartially and without fear of recrimination. Where justified, you can expect to be offered a reasonable and appropriate means of resolution.</p> <p>Information to be readily available on how to contact the ACL Council should you have exhausted ACLT's internal review/appeal/complaints mechanisms and you are not satisfied with the outcome.</p>	<p>Familiarise yourself with ACLT's review, appeals, complaints and disciplinary procedures (available via the Online Learning Environment) and to seek appropriate advice and adhere to the stated processes.</p> <p>Be willing to accept reasonable resolutions to disputes.</p> <p>Refrain from making malicious or vexatious complaints.</p>

4.8 Communication

You can expect:	You are expected to:
<p>ACLT to maintain high standards of clarity and accuracy in its printed and online communications.</p> <p>To provide opportunities for feedback on all aspects of your student experience.</p> <p>ACLT to inform you of any significant changes to your course and any significant changes within ACLT.</p>	<p>Notify ACLT immediately of any change in your address by emailing the ACL Operations Manager at enquiries@costslawyer.co.uk.</p> <p>Regularly monitor messages sent to your registered email account (keeping any message forwarding up-to-date) and to the OLE Forum for important ACLT information.</p> <p>Respond promptly to correspondence from</p>

The positive promotion of ACLT and the successes of our students externally.	ACLT or to an agreed deadline.
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5. General Information

5.1 Modules

Each year of your study consists of six modules and 30 weeks of study.

Each module will require the equivalent of 10 hours of your time for every credit associated with the particular module (e.g a 15 credit module requires 150 hours of time). Normally a large percentage of that time will be online (or a mixture of tutorials and activities) and the rest is in study that you will be guided to do outside of the OLE.

5.2 Module Guides (MIDS) and Reading Lists

You can find information about the course or a specific module in the Module Information Descriptor (MID). This provides details of your module, reading lists and other resources to support your study. A copy of these will be issued during the course and made available online on the OLE.

Please make a note of the recommended reading because this resource will help your study. A lot of information will be available online; however there may be texts you are advised to purchase yourself.

For all courses, you are actively encouraged to deepen your knowledge through background reading including the recommended reading provided. As well as the provided recommended reading, you should find other resources through your own research into the subject. Background reading acts as a source of academic references which you can quote/cite in your assignment where appropriate.

5.3 Academic Handbook

Your academic handbook will set out what is expected of you in assignments.

5.4 Online Learning

Various online resources will be available to you to support your learning. These will be provided through ACLT's Online Learning Environment (OLE) which has been designed specifically for your course.

The OLE will help you develop your skills, support your learning and create online learning networks. It will also be the place where you submit your assignments and any other course work unless advised otherwise. Your tutor will provide further details when necessary.

5.5 Course Evaluation and Continuous Improvement

Your help with course evaluation is very important. The feedback you provide is used to continually improve the student learning experience as well as the quality of courses offered through ACLT.

You will be asked to complete a student survey at different stages of your study. This information is used to understand how useful you found elements of the course, how

effective the tutoring has been, which element you found particularly useful, or not, and what else you think we should include.

Please complete these questionnaires when invited. Student surveys will be provided electronically or in hard copy normally at the end of a module and at the end of course or unit.

6. Essential Information for all students

ACLT courses are governed by ACLT's Regulations. The Regulations are available for consultation on the OLE or on the designated area of the ACL website. Full texts are also available from the Administration Team.

These notes outline the main features of the regulations as guidance to you. It is very important that you read them and continue to revisit them and understand your responsibilities during the course of your studies.

You have been supplied with this Student Handbook, an Academic Handbook and module materials relevant to your course which contain important information on the structure and specific requirements for your course and modules. You **must** read these documents: familiarise yourself with the information and refer to it throughout your studies, especially when preparing assignments or sitting examinations. Failure to consult this information will not constitute an acceptable defence in the case of an allegation of misconduct or a missed deadline.

By enrolling with ACLT, you accept and agree to abide by ACLT's Regulations, codes of conduct and other provisions and accept your responsibilities as a student. You also accept liability to pay fees at the appropriate rate and by the due date.

PLEASE NOTE: All official e-correspondence from ACLT will be sent to your registered email account. Failure to access information that is sent to your email account will not constitute an acceptable defence in the case of an allegation of misconduct or a missed deadline. You are required to check your inbox on a regular basis. If you change your email you must inform the Administration team and update your details on the OLE.

6.1 Engagement and Timetabling on the new course

Engagement is via an online environment and you are expected to engage with one hour of tutorial time per week and undertake the activities set. Your tutorial will take place on a forum designated for your tutor group. There is also a general forum and you **MUST** check this regularly. You are required to attend one compulsory seminar each year and are also invited to a revision session. You will need to check ACLT's Academic Calendar to identify when particular modules are being delivered. Once you have signed up, you will need to continue for the entire 30-week academic year unless you have deferred or postponed your studies .

If you decide to withdraw from the whole course, you must discuss this with the Administration Team. There are clearly defined procedures that need to be followed. If you withdraw before the induction you will be eligible for a full refund on your tuition fees. The Administration Team, in accordance with the ACLT Payment of Fees and Refund Policy, determines refunds.

6.2 Assignment Submission

The term 'assignment' is used to describe any type of assessed work that falls outside the definition of examination. This may include essays, fact patterns, locally arranged phase tests etc. You will be given a schedule of what you will have to do at the beginning of each module, together with guidance on what is expected of you.

Each module will be assessed by written assignment as you go so that you will be sure that you are making progress. The deadlines are prescriptive; each module assessment must be submitted on the final Sunday of the module by Midnight. Please consult the Academic Calendar and relevant assignment briefs. All submissions are to be made in the relevant area of the OLE. Our aim is that you will receive feedback 3 weeks after the deadline for the submission. However, please remember that, until the relevant assessment board has taken place, the marks are provisional and subject to change. Please make sure you make the most of feedback given and transfer any relevant points to your Personal Development Plan. If there is part of your feedback you do not understand or disagree with you should approach your tutor and discuss the same.

You are required to attempt all assessed aspects of your course at the first opportunity. If you don't and you do not have a valid deferral (a process that a student must follow in advance to gain permission to defer their assessment due to extenuating circumstances) you will not be allowed a re-sit attempt.

There are standard procedures for submitting your work, applying for an extension to the deadline, requesting deferral of an assessment. These can be found on each Assignment Submission page of the OLE or in ACLT's regulations.

6.3 Fit to Sit

ACLT has adopted a Fit to Sit Policy which means that if you sit an assessment you are declaring yourself well enough to do so. If you submit an assignment or sit an examination you cannot later claim that your performance was affected by extenuating circumstances. Therefore, if you feel that their circumstances are seriously affecting your ability to prepare for or sit an assessment; you should not take the assessment and submit an extension or deferral application in line with ACLT Policy.

6.4 Assignment Word Counts

The Assignment Brief will advise you whether any **word limit** is a guideline or whether your ability to write within the word limit is actually part of the assessment of the piece of work concerned. If the limit set is a maximum, or a minimum, then a penalty of 10% of the total mark awarded for that piece of work will be applied for exceeding the requirement by 10% or more.

The assignment brief will advise you of the **submission procedure** and the date by which you are to submit your completed work. You **must** ensure that you manage your time to meet this deadline (otherwise you will receive a mark of zero).

6.5 Extensions

It is essential that you hand your work in at the specified time, place and method. Work submitted after the specified deadline shall be awarded a mark of 0% or a fail grade as appropriate. If you fail to submit work for assessment or attend examinations shall be deemed to have failed the assessments concerned and shall be recorded as absent. You will not be entitled to re-sit an assessment where you are marked as absent. You will be required to pay to re take that module at the next opportunity, usually the next academic year.

Should unforeseen circumstances arise, before the due date of the work, then you may apply for an **extension** to the submission deadline. In usual circumstances this will be for up to two calendar weeks. Extensions can only be given for genuine extenuating circumstances and medical reasons, not for bad planning of your time. Theft or loss of assignment, or failure to keep back-up files, are not valid reasons.

You must use the appropriate application form to request an extension. **This is available from the Assignment Submission page of the OLE.** This form must be accompanied by original, supporting documentary evidence in all cases. This evidence may take the form of a doctor's note or some other documentation (e.g. counsellor's report).

The completed documentation should be emailed to (enquiries@costslawyer.co.uk) **before** the due date/deadline. Your request will be considered and, if you are successful, you will be given a new date by which you must complete and hand in your work. It is not possible to apply for a second extension for the same piece of work.

6.6 Deferrals

Requests for deferrals on grounds of extenuating circumstances may also be made using the procedure set out above, and must be accompanied by verifiable and current third party evidence. Deferred first assessments shall be treated as a first attempt.

The deferral procedure is not an appropriate measure in respect of permanent or long-term conditions or situations. If you are experiencing special long term difficulties arising from changes in your personal, medical or work circumstances you may apply or be advised to interrupt your studies for up to 12 consecutive months. The period of interruption shall be included within the maximum registration period for the award. When you return from a period of interruption of studies you shall be subject to the Regulations that apply to the cohort being joined. Marks obtained up to the point of interruption will stand.

6.7 Extenuating Circumstances

Where your performance or attendance at an examination or assessment has been impaired by unforeseen illness or some other unforeseeable circumstance which was outside of your control, during or immediately before an assessment or examination, you can apply to have your examination or assessment result or attempt disregarded.

This means that their results are processed as if the assessment or examination has never been taken. If an application is granted and the Assessment Board allows a re-take of the examination or assessment, it will be treated as a first sit and the mark awarded will not be capped. However, should an application be rejected and you are offered another opportunity to re-sit, the mark will be capped at the pass rate for the assessment in question.

The application must be made in writing (by email or letter) and submitted to the ACL Administration Team no later than 10 working days after the assessment was due or the examination was sat. Applications must be supported by third party evidence.

6.8 Assignment Marking

Marked work will be returned to you with feedback indicating the strengths and weaknesses of that assignment. The marking of all assessed assignment tasks is subject to internal

moderation. A sample of work across a range of marks will be subject to the internal moderation process. On occasions, there may be written comments on some of your assessed work which indicates that it has been included in the moderated sample, although this will not be the case on every moderated assignment.

6.9 Academic Dishonesty

Academic dishonesty covers any attempt by a student to gain unfair advantage (e.g. extra marks) for her/himself, or for another student, by unauthorised means. Examples of such dishonesty include collusion, falsification, deceit, plagiarism and cheating in examinations.

Collusion includes the conscious collaboration, without official approval, between two or more students, or between a student(s) and another person, in the preparation and production of work which is then submitted as individual work. In cases where one (or more) student has copied from another, both/all students involved may be penalised. The boundary between legitimate co-operation and unacceptable collusion varies according to the type of work involved. Staff setting the assessment exercise will issue clear guidance on how much co-operation is acceptable.

Falsification includes the presentation of fictitious or deliberately distorted data in, for example, laboratory work, surveys or projects. This also includes citing references that do not exist.

Deceit includes misrepresentation or non-disclosure of relevant information, including the failure to disclose any cases of work being submitted for assessment which have been or will be used for other academic purposes.

Plagiarism is the act of using other people's words, images etc. as if they were your own. In order to make clear to readers the distinction between your words, images etc. and the work of others, it is essential that you reference your work accurately. Clear guidance on correct referencing is provided in the Academic Handbook which is provided with your course materials; thereby assisting you with avoiding a charge of plagiarism. It is obvious when a student has copied words from a text without referencing, as there is a change of writing style each time. If you do not reference your work correctly, it will come across as if you had 'stolen' words or ideas from other sources. ACLT may use computer software to check students' work for potential plagiarism or improper citation.

Self-plagiarism is the re-use of significant, identical, or near identical portions of your own previously submitted work without acknowledging that you are doing so or without citing the original work.

Re-presentation is the submission of work presented previously or simultaneously for summative assessment at this institution.

Cheating is defined as any attempt to gain an unfair advantage in an assessment (including examinations) or assisting another student to do so. It includes: taking unauthorised materials into examinations, copying from other candidates, collusion, impersonation, plagiarism and unauthorised access to unseen examination papers.

It is in the best interests of all students for ACLT to maintain the good reputation of its awards. Your co-operation is expected in actively protecting the integrity of the assessment process. It is the duty of all students to observe high personal standards of

academic honesty in their studies and to report any instances of malpractice of which they become aware.

The minimum penalty for a proven case of academic dishonesty is a mark of zero in that module, with the maximum being exclusion from the ACLT course. Where there is a proven case of academic dishonesty subsequent to completion of the qualification the student may have their award rescinded.

6.10 Examinations

At the end of each unit you are required to undertake a synoptic examination representing 60% of the unit grade. You are required to attempt the examination at the first opportunity. If you don't and you do not have a valid deferral you will not be entitled to a re-sit.

Full details of the regulations that govern the examination process are available in ACLT's Regulations.

It is essential that you do not book holidays or make other commitments during the examination periods or during any other assessment or re-assessment period, as detailed on the Academic Calendar or as advised by your tutors. Examinations will be held at venues deemed convenient for all and it is your responsibility to ensure you have made the necessary travel arrangements to ensure you arrive on time.

You should always arrive in plenty of time for your examinations as you may not be permitted to start late. If you do arrive late and are permitted to start, you will **not** be allowed extra time at the end in compensation for your late arrival. The invigilator will explain the procedures for the examination and is available to answer any queries you may have. You should always ensure that you have the correct exam paper. If your first language is not English, you may use a bilingual dictionary for the first 15 minutes of the examination to ensure you understand the questions, after which it will be removed by the invigilator for collection by you after the session. If this applies to you then please indicate this when booking the exam with the Administration Team. Programmable calculators and portable computers are not permitted in the exam room and will be confiscated. At the end of the examination you must remain silent and not leave your seat until all papers are placed in the envelopes provided.

If you need **special examination arrangements** due to illness, disability (physical or sensory) or for religious reasons **you must inform ACLT well in advance of the examination period**. Please contact the ACL Administration Team at least one month in advance of the scheduled date.

If there is a **fire alarm** or other emergency during the examination, please leave the room calmly and quietly. You should not take anything with you and **must not talk** to other students. If there is any talking during an alarm the exam may be declared void and further assessment will then be carried out at a later date. If you do not adhere to these rules you may be accused of cheating and appropriate penalties may be applied.

6.11 Illness or other circumstances that affect your studies/examinations

If you are unwell and feel that the illness is affecting your ability to complete work or attend an examination, then you should make an appointment to see your GP and obtain certified evidence (e.g. medical certificate, doctor's note etc.) This is a requirement of the procedures.

If illness or other circumstances affect your ability to meet a deadline for handing in an assessed assignment or your ability to sit an examination, you should consult the detailed guidance on the procedures for dealing with extenuating circumstances. These may be accessed on the ACL website or a copy is obtainable from the ACL Administration Team. In brief, these procedures allow you to request

- an extension of a assignment deadline (normally up to a maximum of two weeks);
- a deferral of assessment for an assignment or an examination.

An extension means you complete the same assignment and submit it up to two weeks late. A deferral means you defer the module and submit the assignment the following year without repeating any periods of study.

All such requests must be submitted before the hand-in date of the assignment or the date of the examination and they must be accompanied by appropriate corroborative evidence. Copies of the evidence should be submitted and all documents from medical practitioners must have a genuine practice stamp imprinted to confirm authenticity. It is not possible to accept retrospective evidence.

The handing in of an assignment or attendance at an examination will be regarded as a declaration that you were fit for the assessment or examination and no subsequent claims for extenuating circumstances regarding that assessment or examination will be accepted.

6.12 Assessment Boards, Re-assessment and Results

For module assessments provisional marks will be released to the OLE following internal moderation; for examination papers marks will not be released until the assessment procedure is complete.

After each module assessment or examination period your module assessment or examination paper will be marked. Thereafter a sample of papers will be internally moderated. External examiners (subject experts from outside ACLT) then select a proportion of papers (for module assessments and examinations) for further consideration. This is part of a national system that ensures that standards are comparable across most UK education institutions.

Once external examination is complete, an Assessment Board takes place. Your results will be considered and your position reviewed.

The results for each **module and unit** are considered at an Assessment Board that determines whether the components of the assessment reach the required standard. The Assessment Board will consider **each student on a particular course** and makes decisions on progression and awards.

The final mark recorded for your assignment, for example, may differ from the total of the marks that you have been notified of via the OLE. After the Assessment Board has determined your marks for the module assessment or examination, your mark will be final.

If you have made a submission at the first opportunity, but do not pass your module assessment, you may be permitted to be re-assessed by either re-sitting the assessment without re-enrolment on the module or by re-taking the whole of the module at the next opportunity with a new enrolment. Re-assessment by re-sit is restricted to two attempts per module. For assignments one re-sit per module is included within the course fees, but an additional payment will be required should you be required to re-sit the examination and/or complete a third assessment in respect of a module.

If you do not succeed in redeeming the failure(s) via re-sit, you may register, at the discretion of the Assessment Board, to repeat the module. A further re-assessment attempt is associated with this repeated study and fees will be payable. The further re-assessment will be required to be undertaken when the module next runs, which is likely to be in the next academic year.

Where a module is repeated, then complete re-assessment in all components is required. Original marks for any part of an assessment completed are not carried forward to combine with repeat marks.

The overall module mark for a re-assessed module will be capped at 50%.

Students are required to pass all assessments in order to be eligible to sit the unit examination. Students may, however, at the discretion of the Academic Board, carry forward one re-sit or deferral to the next academic year and still sit the unit examination. However, that unit will not be passed until all assessments and the unit examination have been undertaken and passed.

6.13 Reviews and Appeals

If you wish to request a review, or make an appeal against an Assessment Board decision, you must put your case in writing stating your grounds for requesting a review and provide full supporting documentation. You should then send your request to the ACL Administration Team (enquiries@costslawyer.co.uk) within 10 working days of the relevant Assessment Board. The relevant date for the Assessment Board will be notified to you on the OLE forum or, in the case of a failed assignment, the date the re-sit paper is sent out to you. Disagreement with the academic judgement of an Assessment Board in assessing the merits of an individual piece of work, or in reaching a decision on a student's progression, or on the final level of an award, based on the marks, grades and other information relating to the student's performance, cannot in itself constitute grounds for a request by a student for reconsideration. Any alleged inadequacy of supervision or in other arrangements during a period of registration as an ACLT student is not admissible grounds for review.

Full details of how to request a review or appeal following the publication of your results is available in ACLT's Regulations. The Regulations are available on the ACL's website or from the ACL Administration Team.

Please note: If you have submitted a request for a review of your results, or if any subsequent appeal is still in progress, you should consider carefully before accepting your award as acceptance will indicate agreement with the award. You would therefore not be entitled to continue with your appeal.

7. Data Protection and Consent to Process Information

ACLT will process your personal data for any purposes connected with your studies, your health and safety whilst on ACLT seminars and for any other legitimate reason. This may include compilation of data regarding your attendance at ACLT.

7.1 Fair processing statement - Data Protection Act 1998

ACL Training will process your personal data for any purposes connected with your studies, your health and safety whilst at a seminar or event and for any other legitimate reason. This may include compilation of data regarding your engagement with an ACLT course. Information about you may be disclosed to other bodies as required by law, for crime prevention or detection purposes. Disclosures will also be made by ACLT as outlined below:

- to authorised bodies such as sponsors, government agencies (e.g. Home Office, Child Support Agency), information sharing partners and present/potential employers. Your contact details may also be passed to ACLT's agents for the purpose of administering our own surveys;
- to debt collection agencies acting on behalf of the ACLT in the event that you owe money to ACLT which is not repaid within the appropriate timeframe;
- release of results to former schools/colleges, and publication of awards in local newspapers;
- if you elect to make on-line payments to ACLT, limited information (date of birth and student numbers) will be disclosed to the ACLT's service provider for validation purposes;
- names will be included in pass lists and may be displayed on the ACL website;
- to the CLSB to enable part of their work on monitoring and standards and upon completion of the qualification and supervised practice for the purpose of applications to be regulated.

ACLT may hold information about you which constitutes 'sensitive data' as defined in the above Act, such as information about your ethnic group, relevant health records and the disability classification which you supplied to ACLT. The ethnicity information supplied will be used to comply with the requirements of equal opportunities legislation and ACLT's Race Equality Policy. Information on student admissions and progression will be publicly available; however, it will not be possible to identify individuals from this information, which will assist ACLT in ensuring equality of opportunity. The disability information supplied will be shared with relevant staff of ACLT in order to provide you with the best possible support for your studies.

Please note that ACLT may contact you by post or by electronic means such as telephone, text or email. You have the right to opt out of receiving marketing material by post or by electronic means and you can exercise this right by contacting the sender of the communication.

Upon enrolling on the ACL Costs Lawyer Qualification you are deemed as giving the following declaration.

I understand that by signing my enrolment form I consent to the uses of my personal data as described above.

Please note that this information is not part of the formal ACLT regulations. In case of conflict of interpretation, the formal regulations take precedence.