



National Association of Licensed Paralegals

NALP Level 4 Diploma for Associate Paralegals

Guide for Learners

Document Specification:			
Purpose:	To provide individuals undertaking the NALP Level 4 Diploma for Associate Paralegals with an overview of what to expect from the qualification, where to go for help, and give general guidance around how the qualification is assessed		
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1. Introduction

The National Association of Licensed Paralegals (NALP) is an Awarding Organisation recognised by the Office of Qualifications and Examinations (Ofqual) to offer regulated qualifications in England. NALP specialises in providing qualifications for persons working, or looking to work, as a Paralegal. NALP is also an End Point Assessment Organisation and was closely involved with the development of the new Level 4 Diploma for Associate Paralegals.

NALP is also the oldest established professional membership and self-regulatory body for paralegals in the UK, having been established in 1987. NALP advocates for its members and for full recognition of the paralegal profession as an integral part of the legal sector as a whole.

The qualifications offered by NALP are well regarded throughout the legal sector and are relied upon by users as a mark of competency for the holder of a NALP qualification.

NALP takes care to update its qualifications regularly, but please be aware that this can take time so there may be some examples of, for instance, case law, that have moved on since the last review. If you have any queries at all regarding the content of the workbook or assignments provided, please do not hesitate to contact NALP, either directly or via your chosen Approved Centre and we will ensure that any feedback is included within the next scheduled review.

2. Qualification covered by this guide

This Guide provides information for Learners studying for the following NALP qualification:

Title	Qualification Reference No.
NALP Level 4 Diploma for Associate Paralegals	610/7256/4

Guidance in relation to other NALP qualifications is available separately.

3. Different learning approaches

“Guided Learning Hours” (GLH) is defined by Ofqual as being “The activity of a Learner in being taught or instructed by – or otherwise participating in education or training under the Immediate Guidance or Supervision of – a lecturer, supervisor, tutor or other appropriate provider of education or training” and includes “the activity of being assessed if the assessment takes place under the Immediate Guidance or Supervision of a lecturer, supervisor, tutor or other appropriate provider of education or training”.

The NALP Level 4 Diploma for Associate Paralegals has been designed to be able to be delivered in a number of ways, such as:

3.1. Distance learning

Distance Learning is where you, the Learner, determine the pace at which you undertake the study and complete the qualification (within the time restrictions of the qualification itself – see Section 4.1). You will be provided with the workbooks and/or other learning material, either via a PDF workbook sent via Email, or via an online learning portal, or even a paper-based workbook. It may also include recorded teaching and training videos to provide additional guidance, but usually a Learner will be expected to undertake the majority of their learning without the aid or supervision of a tutor or teacher.

Whilst this form of learning is generally without direct guidance, our Approved Centres are expected to have suitably qualified people on staff who can provide additional guidance and teaching where this is needed. Therefore, even if you have opted to study via Distance Learning, you should still be able to ask the Approved Centre through which you enrolled to provide you with assistance when and if you need it. Obviously, they can assist you with the study aspect and with some guidance on what to expect when taking the assessments and how to answer the assignments that make up 40% of the marks for the Level 4 Diploma for Associate Paralegals, but they cannot provide you with direction as to exactly how to answer a specific assignment question and do not have access to the live question bank used for the multiple choice question assessments.

3.2. Blended learning

Blended Learning has become far more popular over recent years, offering a mix between the self-study method of Distance Learning with some additional, planned, teaching sessions that may be either in person or via webinar or other online teaching facilities. Blended Learning will usually include some of the teaching to be 'live' – i.e. a webinar that you join as it is being delivered so that you might ask questions via the video link and receive real-time responses. It may also include set times that you spend inside a classroom setting. This means that the Learner may have to have studied up to a certain point prior to any scheduled webinars or classroom sessions, so there is less freedom for the Learner to set their own pace of learning.

3.3. Classroom-based learning

This is the traditional way of learning when a Learner attends a specific classroom on set days and is directed by the teacher what to study, given guidance as this takes place with a limited amount of self-study (or homework) to be undertaken independently. Whilst this is a well-accepted and effective method of learning, it should be noted that Learners should not

undertake their assignments in a classroom setting to avoid any possibility of collusion or plagiarism.

The majority of Learners will likely undertake either classroom-based or blended learning activities to study for this qualification, therefore NALP has calculated that the GLH for the NALP Level 4 Diploma for Associate Paralegals will equal approximately 60% of the overall study time necessary to pass the units needed to attain this qualification. Please note that this is based on the 'average Learner' as being one who has not previously studied law in any form and so is starting from a basis of having either studied a suitable law-based qualification at level 2 or 3, or having some previous knowledge or understanding of the subject, as well being able to easily study at this level. Some Learners may take longer to achieve the qualification than others and some, particularly those who already work in the legal sector but wish to enhance and formalise their knowledge, may well be able to achieve the NALP Level 4 Diploma for Associate Paralegals in a shorter timeframe.

GLH is only applicable to those who have chosen a classroom based or blended way of learning. Those choosing to study via distance learning may not have any learning hours that fall under the definition of 'guided learning'. In that case, the total qualification time will still apply as the number of hours an average Learner will take to achieve the NALP Level 4 Diploma for Associate Paralegals.

4. Achieving the qualification(s)

This NALP qualification is designed on a model of units, each one covering a specific part of the legal sector and English Law. Learners will be tested on their knowledge and understanding of the unit they have studied by way of undertaking an assignment for that unit. In this section we will look at how these units combine to make each qualification.

4.1. Total Qualification Time (TQT) and unit details

Each Unit has been assigned a specific number of hours that it will take an **average Learner** to study and understand the subject matter. It is based on two main components:

- **Guided Learning Hours*** – As previously mentioned, this is the number of hours a Learner is likely to spend in in real time with a teacher or tutor being guided through the subject. This must be face to face – either in person or via video link – so that the Learner can ask questions and receive answers in real time.
- **Self-Study and assignment** – this includes the number of hours a Learner is likely to spend studying at home, including where this study has been directed by their teacher (e.g. homework). It also includes the time a Learner will take to complete the assignments set as these are expected to

be completed by a Learner outside of a classroom or real-time teaching scenario to ensure that the completed work is that of the Learner.

***Note:** if a Learner has opted to study via 'Distance Learning' they should consider the overall TQT as the likely time it will take them to complete their chosen qualification.

The combination of these hours is known as the **Total Qualification Time (TQT)**. Please note that because the TQT is based on an **average Learner** the time actually taken by a Learner to complete this may be shorter or longer than the hours given in the table below, however achievement will be based on the quoted TQT and not on the hours a Learner claims it to have taken. Therefore, if a Learner takes over 95 hours to study and pass the assessments for Unit 1 of the NALP Level 4 Diploma for Associate Paralegals, this does not mean that they do not have to take another unit in order to gain the qualification. They must successfully complete all Units and their associated assessments, regardless of the length of time it takes them to achieve this (within the maximum allowed time of 2 years).

The details of the Guided Learning Hours (GLH) and TQTs for each unit of study for the NALP Level 4 Diploma for Associate Paralegals are as follows:

Unit	Title	Unit ref. Number	GLH	Self-study and assignment	Total TQT
1	English Legal System for Associate Paralegals	D/651/4660	57	48	105
2	Law of Tort for Associate Paralegals	F/651/4661	57	48	105
3	Criminal Law for Associate Paralegals	H/651/4662	57	48	105
4	Employment Law & Practice for Associate Paralegals	J/651/4663	57	48	105
TOTAL			228	192	420

Each unit covers a different area of the English legal system, at an appropriate level for Learners undertaking the NALP Level 4 Diploma for Associate Paralegals. All the units listed in the above table are **mandatory** for all Learners.

4.2. Credits

Credits are used by some educational providers to assign a value to the units, or modules, undertaken, and achieved, by a Learner. Whilst not compulsory, these are seen as useful tools

to make it easier to identify the depth, complexity and intellectual demand of the learning that has been undertaken. Credits can often be helpful when looking at recognition of prior learning at a similar level, or for entry to higher education.

Credits have been allocated to the units attached to the NALP Level 4 Diploma for Associate Paralegals as follows:

Unit	Title	Level of Unit	Credit Value
1	English Legal System for Associate Paralegals	4	10
2	Law of Tort for Associate Paralegals	4	10
3	Criminal Law for Associate Paralegals	4	10
4	Employment Law & Practice for Associate Paralegals	4	10
Total Credit Value for the NALP Level 4 Diploma for Associate Paralegals			40

5. Reasonable Adjustments and Special Considerations

“Reasonable Adjustments” refers to the arrangements put in place to account for a Learner’s physical, mental or learning disability. Such disabilities are generally long term and, as such, will be known to the Learner prior to their enrolment on a NALP qualification. Adjustments can be made, such as to the overall time allowed for a Learner to complete the qualification and the time allowed to complete assignments. Each request for a Reasonable Adjustment will be considered by NALP on a case-by-case basis. Due to Reasonable Adjustments being in respect of known medical or educational special needs, such as dyslexia, visual impairment, mental health conditions, etc., **any such requests should be made at the time of enrolment on the qualification and prior to any assessment taking place.** Any medical conditions that may require a stay in hospital during the time that the Learner will be studying should be declared at the time of enrolment. NALP reserves the right to ask for evidence of any condition cited as the cause for a claim for a Reasonable Adjustment.

Special Considerations are where an *unforeseen event* happens which affects the Learner and their ability to complete their studies and/or assignments. This could be an accident or injury, a bereavement or other event. **The Learner should inform their Approved Centre immediately such an event occurs (or as soon as they are physically able to)** for them

to put in a request for a Special Consideration and **this should be received a minimum of 24 hours before the assignment due date**, but in any event **must be provided before or on the due date**.

The type of evidence that may be required for a Reasonable Adjustment or a Special Consideration to be considered includes, but may not be limited to:

- Doctor’s note to confirm illness or medical condition requiring adjustments to be made
- Copy of a death certificate for a claim of bereavement
- Court attendance letters / Jury Service Letters
- Note from therapist or other specialist consultant setting out the reasons preventing a Learner from completing the study and/or assignment in the specified time

Please note: extra work commitments; childcare or elderly care issues of a general nature; other assessments with similar deadlines; no computer facilities at home; etc. are **not** considered as exceptional extenuating circumstances.

Where such a request is accepted and includes provision of additional time to complete a qualification and/or assessment(s), the maximum time allowed will not exceed 25% of the usual required time for completion of the qualification and/or assessment(s). For the avoidance of doubt, if a Learner has been granted an extension to their qualification, the maximum time they will be allowed to complete it under Reasonable Adjustments or Special Considerations is 2.5 years or 30 months from the date of enrolment.

In respect of the time allotted to the assessments, the following is the maximum amount of time allowed for Learners with agreed reasonable adjustments or special consideration:

Unit	Title	Max time allowed for MCQ incl. RA/SC	Max time allowed for assignment incl. RA/SC
1	English Legal System for Associate Paralegals	56 minutes	26 calendar days (3 weeks and 5 days)
2	Law of Tort for Associate Paralegals		
3	Criminal Law for Associate Paralegals		
4	Employment Law & Practice for Associate Paralegals		

Please note that the above are the **maximum times allowed** and Learners could be granted extensions of differing lengths, dependent upon the reasons for the request, etc.

As all assignments are required to be completed and submitted within 3 weeks of it being sent to the Learner, the maximum extension allowable under Reasonable Adjustments or Special Considerations is 5 calendar days for any single assignment attempt.

In respect of the multiple-choice question paper assessment, these will be delivered remotely via a proctored examination service. As such, other Reasonable Adjustments may be able to be made such as having the questions in larger font or different coloured backgrounds, etc. These will need to be arranged well in advance and so Centres must contact NALP regarding these arrangements on enrolment of the Learner. This makes the need for Learners to advise Centres critically important.

Full details of NALP’s approach to Reasonable Adjustments and Special Considerations can be found within [NALP’s Reasonable Adjustments and Special Considerations Policy](#).

6. Assessments

The NALP Level 4 Diploma for Associate Paralegals is assessed via multiple choice question papers, which account for 60% of the final mark and which are undertaken monthly at pre-arranged dates/times, and written assignments (Problem Based Questions – PBQ’s) which are undertaken on demand by the Learner as they complete each unit of study and account for 40% of the final mark.

6.1. Assignments

Each unit of study will require a Learner to undertake an assignment in addition to the multiple choice question paper in order to pass the full assessment for that unit. Each assignment will include specific guidance which should be read in conjunction with the information provided in this section, as well as the information provided in the Qualification Specification which is available to download from the [NALP website](#).

Each assignment will provide opportunities for Learners to be assessed on a sample range of the content required for that unit. Assignments will consist of several tasks.

Each assignment contains:

- Learner Instructions
- Learning outcomes and assessment criteria for the unit.

6.1.1 Requesting assignments

NALP qualifications have been designed to allow Learners the freedom to decide when they feel they are ready to take an assignment, having studied the associated material for that unit. Whilst all assignments must be requested and submitted prior to the deadline for the completion of the qualification (see section 4.1 above), there is no set order or timeframe for the individual units to be completed.

If a Learner is studying via a classroom-based learning approach at their chosen Approved Centre, then the Centre may set some restrictions or timeframes based on their study timetable. Similarly, those studying via the blended learning approach may also have to adhere to some restrictions set by their Centre. As such all Learners should ensure that they have discussed any such restrictions and requirements their Approved Centre may impose.

For those who are studying via the pure distance learning approach, you are more likely to have the freedom to choose when you wish to undertake an assignment for each unit you are studying. Such Learners should contact their Approved Centre to request an assignment.

6.1.2 Administering the assignments

Once a Learner has requested an assignment and their Centre informs NALP of this request, NALP will allocate a specific paper from NALP’s bank of assignments and will upload this on the NALP Centre Portal for the Centre to download. As soon as the Centre downloads the assignment, the automated ‘clock’ will start its countdown until the date and time the assignment is due for submission. The Centre will then forward the assignment onto the Learner, usually electronically.

A Learner has 3 weeks from the date of the assignment being downloaded by their chosen Approved Centre to complete the assignment and return the work to NALP for assessment. To help with this, **the Due Date will be clearly marked on the front sheet of the Assignment paper.** The automatic clock will also stop as soon as the Centre has uploaded the completed assignment. **It should be noted there is a maximum word limit of 4,000 words for all assignments for the NALP Level 4 Diploma for Associate Paralegals.** Any Learner exceeding that will not attract marks for any words over the maximum limit.

PLEASE NOTE: It is the responsibility of the Learner and their chosen Approved Centre to ensure that all assignments are returned to NALP for marking by the date specified. LATE SUBMISSIONS WILL NOT BE ACCEPTED

6.1.3 Word limits

THE MAXIMUM WORD LIMIT FOR ASSIGNMENTS FOR LEVEL 4 DIPLOMA FOR ASSOCIATE PARALEGALS IS 4,000 WORDS

What is included in the word limit? ALL words used within the main body of your answer are part of the word limit. This includes but is not limited to headings or sub-headings; case titles (e.g. Donoghue v Stevenson (1932)); quotes; summaries of the facts of cases and/or statutory provisions.

Penalties for exceeding word limits. Any assignments received which are more than 10% in excess of the maximum word limit will not be read and therefore will not be marked. Word limits are an instruction and complying with instructions is a critical life skill, particularly in law. But, most importantly, word limits allow Examiners to make a true comparison between your work and the work of other Learners. It is your responsibility to count the words you submit (you are advised to use Microsoft Word to assist you). You **MUST** enter the total number of words your assignment contains on the front sheet you submit with your assignment.

It is also important to bear in mind that you should not write too little. The Marking Criteria Examiners use identifies the points they are looking for to give you credit in your answer. If you are too far **below the word limit**, you will be unlikely to have covered all the points required. Although there is no minimum word count it is highly unlikely you will have covered all the assessment criteria and learning outcomes if you have written less than, say, 1,000 words. If in doubt speak to your training provider for more guidance.

Guidance on how much to write for each question is identified by the marks allocated for each. For example: a 5-mark question will require an answer of about half an A4 page or a large paragraph, a 10-mark question about a whole A4 side and for a 20-mark question about 2 sides of an A4 page. **Please note that these are guidelines only as you should endeavour to keep within the overall maximum word count for each assignment.**

6.2. Multiple Choice Questions (MCQ)

The multiple-choice question (MCQ) papers are undertaken online via a secure proctoring service. MCQ assessments will be undertaken on pre-arranged dates and times, usually on the last Friday of every month. Learners will be provided with full details as to how to log into the proctoring service and will be required to ensure they have a suitable place in which to undertake their examination, with no distractions and no one else in the room (unless previously agreed under a Reasonable Adjustment arrangement). They will be required to have their ID ready and acknowledge that both their PC screen and themselves will be recorded and monitored throughout the exam to ensure that the assessment is undertaken compliantly. The time

allocated for completion of the multiple-choice question paper will depend on the unit being studied. You will be advised of this.

6.2.1 Requesting MCQ assessments

Once a Learner has requested an MCQ Assessment, NALP will inform the Centre of the next available assessment slot. As stated above, this will usually be on the last Friday of every month. NALP will pass the contact details of the Learner to the proctoring service to facilitate the delivery of the MCQ assessment. The proctoring service will then contact the Learner to provide instructions as to how to set up to take the assessment. It should be noted that the proctoring service used for the MCQ paper assessments requires Learners to have access to both a laptop or desktop computer **and** a mobile device with a camera such as a smart phone. This is to allow the invigilator to remotely view the screen and the actions of the Learner, ensuring that the Learner is not accessing any other search engines or other online resources during the examination. The MCQ paper is a 'closed book' examination meaning that Learners are not allowed any assistance or access to any learning materials or other resources that could help them answer the questions on the assessment.

6.2.2 Cancellations

If a cancellation occurs within 5 business days of the planned exam, an administration fee of £25 will apply. This is because the list of candidates is finalised and arrangements are made with VICTVS 1 week prior to the exam.

Such cancellations will not go against the Learner in any way and will not count as an exam attempt.

6.3. Assessment breakdown

The following indicates the percentage of assessment that will be assessed via either method for each unit of study undertaken by Learners on the NALP Level 4 Diploma for Associate Paralegals:

Unit	Title	Multiple choice	Time allowed for MCQ	Written assignment	Time allowed for assignment
1	English Legal System for Associate Paralegals	60%	45 minutes	40%	3 weeks
2	Law of Tort for Associate Paralegals				
3	Criminal Law for Associate Paralegals				
4	Employment Law & Practice for Associate Paralegals				

In order to achieve the desired Qualification a Learner must have completed and achieved the required pass mark for all units within 2 years (24 months) of enrolment onto the qualification.

If a Learner fails to complete all necessary units within this timeframe they will be required to re-enrol, including payment of new enrolment fees. If they have passed some of the required units, these may or may not be considered under NALP’s criteria for Recognition of Prior Learning, dependent on any changes to English law that may have occurred during the time since the original enrolment. Please refer to our [Recognition for Prior Learning Policy](#) for more information.

6.4. Grading of assignments, units and overall qualification

For the MCQ element for all Units each question is worth 2 marks. Learners must answer correctly 21/30 MCQ’s in order to Pass this element of the assessment which is worth 60% of the final mark. The purpose of the MCQ’s is to demonstrate Learners’ breadth of knowledge of the Units.

In addition to the MCQ element above, Learners must also successfully Pass the Assignment. This will take the form of Problem Based Questions (PBQs) which will be divided into a number of scenarios testing Learners’ ability to apply the relevant law and provide initial advice. In order to reach a Pass mark in this element Learners must achieve a minimum of 18/40. This is worth 40% of the balance of the final mark.

The assignments will be marked against the mark scheme with higher marks being awarded based on the following criteria:

Pass: (Descriptive): A Pass grade will be awarded if a Learner has fully covered all criteria indicated but this has been done in a basic (descriptive) way (18-26 marks).

Merit: (Explanatory): A Merit grade will be awarded if a Learner has shown a higher degree of aptitude, has demonstrated a thorough understanding of the material and has presented their findings in a clear and accurate manner (27-32 marks).

Distinction: (Showing evidence of implications): A Distinction will be awarded if a Learner has shown a mastery of the subject matter and has dealt with the questions in a professional manner. Attention will be given to spelling, grammar, layout and style and to the actual presentation of the assignment in addition to the content (33+ marks).

More details regarding the assessment methodology and the rules of combination for the units can be found within the Qualification Specification which is available to download from the [NALP website](#).

6.5. Feedback on completed assessments and sample assessments

All Learners should be aware that whilst generally NALP **will not provide feedback on assignments**, if required NALP *may* provide generic feedback. Such feedback will only be provided in exceptional circumstances and only where the Learner has failed the assessment. This is because of the way the assignment questions are structured, meaning that it would be extremely easy for the feedback to give a Learner an advantage on their re-take of an assignment.

Assignments are designed to set out a scenario and ask questions that will provide an opportunity to demonstrate the Learner's understanding of the law as it is applied to the given scenario. Because of this, feedback could easily provide a Learner with too much information that could virtually give them the answer to the assignment question. The decision has therefore been made that NALP will not provide feedback on specific questions. The Learner's chosen Approved Centre should, however, be able to provide some further guidance on how to answer the assignment questions. Additionally, NALP has provided some indicative content for all of the Learning Outcomes and Assessment Criteria within our [Qualification Specification](#). Learners can also find sample questions on our website to practise prior to undertaking a live assignment.

If Learners require any further general guidance on how to complete their assignments, NALP is also happy to offer some direct guidance should this be necessary. We will not, however, provide specific guidance on individual assignment questions, nor give any form of feedback during these sessions on previous results.

6.6. Re-sitting assessments

All Learners have the ability to take one free re-sit per assessment. A second re-sit is also available but this will incur a fee. The maximum number of attempts a Learner may take for any single assessment is 3 attempts. Detailed information regarding the opportunity to re-sit assessments is set out in the [Qualification Specification which is available to download from the NALP website](#).

All Learners must have completed all assessments and passed all mandatory units within the set timeframes as set out in Section 6.3 above.

As stated above, should a Learner fail to have completed and passed all necessary units for the qualification, they will be required to re-enrol on the qualification, including the payment of a second enrolment fee. Units already achieved may be considered under [NALP's Recognition of Prior Learning Policy](#).

6.7. Quality assurance of assessment decisions & appeals

All assessments are marked externally by NALP independent assessors. No assessment decisions are made by any NALP Approved Centre. NALP has a full Quality Assurance and Moderation Policy in place which is followed to ensure that all assessments have been marked in line with the standard mark scheme, that all members of the examining team are fully trained and that sufficient standardisation of results is undertaken.

If a Learner or Centre disagrees with the Assessment Decision, they are entitled to submit an Appeal, in line with our [Appeals Policy](#).

Please note: Appeals will only be considered if there is a specific rationale provided for why the Learner or Centre disagrees with the decision made. We will not consider academic appeals based on the opinion of a third party who is not a tutor/teacher of an Approved Centre. If the tutor/teacher of an Approved Centre supports the appeal, they must give their specific reasons for doing so.

6.8. Instructions to Learners

Please read the following instructions carefully before attempting your assessments.

6.8.1. Assignments

- Always ensure that you are familiar with the content of the units and the Assessment Criteria they cover. You can find all this information in the [Qualification Specification for the NALP Level 4 Diploma for Associate Paralegals](#). If you go to the back of the Qualification Specification you will find the unit details, setting out the Learning Outcomes, Assessment

Criteria and Indicative Content. The Learning Outcomes is what a Learner is expected to be able to do, or have an understanding of, once they have completed that part of the unit. The Assessment Criteria gives a clear indication of what the assessors are looking to see being covered in the answers to the assignments the awarding organisation has set in order to demonstrate that they have attained that Learning Outcome. The Indicative Content also provides more detail around the types of points the assessors will expect to see in the answers provided on any assessments, particularly the assignment portion of the assessment.

- Look at the [sample questions available on our website](#). These will give you a lot of information in respect of the style of questions you are likely to receive in the assignment element. Whilst sample answers are not provided, Learners should refer to the indicative content for the learning being assessed, as mentioned above. Learners should ensure that the answers provided work with the scenarios and context of the assignment questions themselves.
- Always read the question you are answering at least three times before attempting to answer. This is to ensure you slow down and read what it says. It is human nature for us to read the words we expect to see next, and it is a mistake we encounter often with Learners submitting their assignments. There may be several parts to the question which is often not answered as the Learner just sees the first part and therefore only address their answer to that part thereby losing marks.
- Always ensure you take note of the context of the question as well as the content. With so much in law being contextualised Learners can sometimes look at the problem from the wrong angle. If in doubt, go back to the assessment criteria mentioned in the first point above and ask yourself if the way in which you are interpreting the question will address what NALP assessors will be looking at.
- Before you start an assignment, you should read it carefully and ensure that you understand what is required of you before you attempt any task. If you are uncertain, you should ask for guidance from your chosen Approved Centre.
- Each task should be word processed on a fresh sheet of paper which is clearly headed with your name and your NALP Membership Number (all Learners are provided with a free one-year NALP membership on enrolment which needs to be renewed after the first year if the Learner continues with their studies).
- Each task must be clearly labelled with the question number being attempted.
- All questions must be completed before the assignment is submitted for assessment. NALP provides comprehensive workbooks which you should be given by your chosen Approved Centre, in addition to any other training material the Approved Centre may provide.

- When completing your Assignments, the NALP Workbook will provide you with all the necessary information to complete the assignment. However, you may use any books, notes, or other external sources to assist you, but **YOU MUST CLEARLY CITE THESE SOURCES** within your answer, including details of author and the publication they are taken from, otherwise this could be construed as **PLAGIARISM** (i.e. copying from other works). Such **PLAGIARISM WILL NOT BE ACCEPTED AND MAY RESULT IN YOUR DISQUALIFICATION FROM THE QUALIFICATION AS A WHOLE**. Please note that whilst such citations are allowed, these should be kept to a minimum as it is important for Learners to produce original and individual work in order to clearly demonstrate your own knowledge and understanding. Please refer to [NALP's Guidance on Plagiarism](#) for more information.
- Any assessment written/completed with the assistance of AI applications and any work containing content obtained from AI applications will be regarded as **PLAGIARISM AND MAY RESULT IN YOUR DISQUALIFICATION FROM THE QUALIFICATION AS A WHOLE**.
- When you have completed all questions, please complete the front sheet of the Assignment and ensure that this is included with your assignment before emailing or handing it back to your Centre so that the Centre can pass this on to NALP for assessment. All Learners must verify that all the work contained in the assignment is your own. **It is particularly important that this section is completed.**
- When your work has been assessed, you will be informed of your result for that unit. If you do not successfully complete all units for the qualification taken you will be awarded unit completion certificates for each unit passed.
- Assignments will be assessed according to the standard of work provided against the Learning Outcomes and the Assessment Criteria given. A grade of Pass, Merit, Distinction or Fail will be given.
- If an assignment has been failed (by not achieving an overall pass mark) you will be given the chance to request another assignment. Failure to be successful in the second assignment will mean that a third will have to be requested for which a fee will be charged (details of fees available on request). There will be no further chances to complete the assignment.

6.8.2. Multiple Choice Question (MCQ) assessments

- Please ensure that you review the ***Candidate Guidance and Regulations for NALP Remotely Invigilated Exams Using VICTVS V3*** document available from your Centre. This will provide you with the full technical specifications required for the devices needed to take the MCQ assessment and the full regulations surrounding these assessments.

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- Ensure that you have a laptop or desktop computer **and** a mobile device equipped with a camera which will be used by the invigilator to monitor you during the assessment.
- Ensure that you take the assessment in a quiet, private room which is not being shared by any other person. There should be no one else in the room whilst you take your MCQ assessment (unless pre-arranged with NALP for the purpose of making Reasonable Adjustments).
- Ensure that you have logged into both the VICTVS V3 website and downloaded and logged into the VICTVS V3 app at least 24 hours prior to the assessment to ensure there are no issues with connection (log in details will be supplied 5 days prior to the assessment).
- Ensure you log into the VICTVS 3 website and app at least 30 minutes prior to the assessment start time to go through the necessary security checks with the invigilator.
- Ensure that your desk and surrounding areas are clear of any books, printed or blank papers, prepared notes, revision notes or any other materials.
- Ensure you do not have any other electronic items on your desk including calculators, additional tablets or mobile devices or any additional monitors. If you do have an additional monitor you will be asked by the invigilator to disconnect it and/or turn it away from you so that you cannot see/access the second screen.
- You are not permitted to eat, smoke or vape during the exam. However, you are free to have water or a soft drink in a clear glass or bottle.
- Other than if you need to ask the invigilator for assistance, you are not permitted to communicate with anyone else during the assessment whether verbally, electronically or in any other form.
- You are not permitted to access any other websites or software applications, including online translation services, at any time during the assessment.
- You are not permitted to leave the assessment room at any time for any reason during the assessment.
- If you lose connection on your mobile app or internet connection to the VICTVS V3 software so that the invigilator cannot see what you are doing for 5 minutes or more, you will **not** be allowed to continue and will have to re-book your assessment.
- You must be on time for your assessment. Joining the assessment online 15 minutes or more later than the arranged time will mean that you forfeit that attempt at the assessment and will have to arrange a re-sit.