



The Institute of Law Clerks of Ontario

20 Adelaide Street East, Suite 502, Toronto, Ontario M5C 2T6

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PROVINCIAL EXAMINATION REGISTRATION -LITIGATION

INSTRUCTIONS: Please complete all information requested on the exam registration form. The completed form together with your **\$150.00** payment should be sent to the Institute marked to the attention of the Education Coordinator.

Cheques or money orders are payable to THE INSTITUTE OF LAW CLERKS OF ONTARIO. Postdated cheques are not accepted. To pay by VISA or MasterCard, please fill in the credit card section of the registration form. Remember to write the cardholder's name (cardholder must sign form), card number, CVC and expiry date. Registrants paying by VISA or MasterCard can fax their registration form to (416) 214-6255 or email to education@ilco.on.ca Please keep fax confirmation as proof of having submitted your registration.

Registrations will not be processed unless the registration form is properly completed; signed, dated, and the appropriate fees are included.

LITIGATION EXAMINATION TO BE HELD MONDAY MARCH 5, 2018 AT 7:00 P.M. Please arrive by 6:30 P.M. to sign in.

THE ONLY MATERIALS PERMITTED INTO THE LITIGATION EXAM ARE: The Ontario Superior Court Practice, Ontario Civil Practice and Forms, or Ontario Annual Practice and Forms (any version of the Ontario Rules of Civil Procedure and related forms is permitted). Tabbing of the text and minor notes in the text are also permitted. All other notes, textbooks or supplementary materials are not permitted. No photocopies of any sort are allowed.

Examination Room Numbers will be listed on the ILCO website approximately one week before exam.

The examination is scheduled for two and one half (2 ½) hours following a fifteen (15) minute reading period. The exam is worth 100 marks. The exam will consist of multiple choice, true/false or matching questions completed on a Scantron sheet as well as a variety of short answer questions, brief case scenarios and/or calculations. A simple calculator is permitted. **Cell phones may not be used as calculators. Please bring both pencil and pen for the exam.**

PROVINCIAL EXAMINATION REGISTRATION DEADLINE

**Registration deadline for the Provincial LITIGATION Examination is
midnight FEBRUARY 20, 2018**

**The registration form must be completed and received by the Institute
before the registration deadline.**

NO LATE REGISTRATIONS WILL BE ACCEPTED.

Continuing Education • Fellowship • Professional Development

REGISTRATION FEE:

The exam fee is \$150.00. **Please note that fees are not transferrable from one examination to another.**

REFUND POLICY:

Requests for examination fee refunds **must be submitted in writing** to the Institute at least **ten (10) business** days prior to the examination date in order to be entitled to a refund. Refund requests are subject to a \$25.00 administration fee. Any refund request received by the Institute less than ten (10) business days prior to the examination date, will be submitted to the Institute's Education Committee for review and consideration.

EXAMINATION RESULTS:

A grade report will be mailed to each examinee, at the address indicated on the Provincial Registration Form, **90 DAYS**, or at a time period decided by The Institute of Law Clerks of Ontario's Education Committee, after the examination date. Verbal Provincial Examination results will not be provided under any circumstances.

ILCO provides a Certificate to students upon successful completion of the Associate Program. In order to be a full graduate of our program you must successfully complete the four provincial examinations.

WRITTEN EXAMINATIONS

All submitted written examinations will become the property of the Institute. All examination papers will be destroyed 2 years after the examination date.

POST EXAM PAPER REVIEW

There is one opportunity for students to review their graded exam. The date is posted on the website and provided in the letter that accompanies the Grade report. You must register for the exam review by contacting the Education Coordinator at education@ilco.on.ca. There is no cost to review your exam.

APPEALS

If the student wishes to appeal their grade, they are required to submit the request in writing within 120 days of writing the exam, stating the specific question(s) being appealed. The individual should note that the onus is on the appellant to prove their case. The examiner will only review the specific questions where the appellant has provided written detailed argument in support of their appeal. Upon receipt of the request for an appeal, the Institute will arrange to have the written examination reviewed. The appeal result will be mailed to the appellant within six (6) weeks. ***All decisions made by or on behalf of the Institute are final.***

The fee to appeal your grade is \$75.00. Cheques/money orders should be made payable to "The Institute of Law Clerks of Ontario". ILCO also accepts VISA or MasterCard. If the examination grade is **adjusted in favour** of the appellant, \$25.00 of the fee is refunded.

PROVINCIAL LITIGATION EXAM REGISTRATION FORM

Exam Date: Monday March 5, 2018 Time: 7:00 P.M.

Name _____
Address: _____
City _____ Province: _____ Postal Code: _____
Telephone: _____ Email: _____

Course taken: In class Online Self- study

Course taken at: _____

*****Please indicate at which location you wish to write *****

- | | |
|--|---|
| <input type="checkbox"/> Algonquin College (Woodroffe) | <input type="checkbox"/> Seneca College (Newnham Campus) |
| <input type="checkbox"/> Georgian College (Barrie) | <input type="checkbox"/> Durham College (Oshawa) |
| <input type="checkbox"/> Conestoga College (Doon) | <input type="checkbox"/> Sheridan College (Davis Campus) |
| <input type="checkbox"/> Humber College (North Campus) | <input type="checkbox"/> George Brown College (St. James) |
| <input type="checkbox"/> Confederation College (Thunder Bay) | <input type="checkbox"/> ILCO Education Centre (20 Adelaide St. East) |

Payment Information

Payment by cheque Visa MasterCard

Credit Card Authorization \$150.00

Name of Card Holder: _____

Card No. _____

Expiry date: _____ CVC #: _____

Cardholder's signature: _____

By signing this registration form I hereby acknowledge and agree to be bound by all policies of The Institute of Law Clerks of Ontario ("ILCO") and that my final grade may be released to the college after the grade is sent to me. (Signature below constitutes approval)

Student's signature

Date

Office use
AUTHORIZATION _____ RECEIPT # _____
DATE OF PAYMENT _____