Guidance for CMI Level 3 External Assessment

Chartered Management Institute (CMI) provides a comprehensive external quality assessment service to all CMI Centres. Currently assignment briefs are available for all units from level 2 to 7 of the Management and Leadership qualification, and for levels 3, 5 and 7 of the Coaching and Mentoring qualification. All the assignment briefs can be found on the website via the HUB using the hyper link [External Assignment and Marking Schemes | Chartered Management Institute](http://www.cmi.org.uk).

CMI provide a six week service level on all assignments received.

Learners are required to complete all tasks.

**Assignment Guidelines**

All work must be submitted in a single electronic document. The document must be marked with the learners name, number and unit number. Electronic assignments should be sent by the Centre to [ea.marking@managers.org.uk](mailto:ea.marking@managers.org.uk).

Please note CMI do offer a paper based assignment service for learners that are unable to provide an electronic copy only. Please post the assignment to External Assignments, Awarding Body, Management House, Cottingham Road, Corby, Northamptonshire, NN17 1TT.

The assignment should be your own work and not copies of theories or models, direct quotes should be kept to a minimum, and shown in inverted commas. Models described and other quotes used must be properly attributed and referenced as appropriate. Learners must acknowledge or reference any sources that have been used to complete the assignment, listing reference material and web sites used, appendices must not be included.

Learners are encouraged to produce a reflective statement of no more than 300 words (which does not count towards the final word count), describing the value and knowledge gained from undertaking this assignment. The reflective statement is not assessed, however it encourages you to review the value and application of your learning.

**Word count:** 2,000 - 2,500 words

**Plagiarism and Collusion**

In submitting the assignment the learner or Centre must complete a Statement of Authenticity confirming that the work submitted for all tasks is their own and does not contravene CMI policies including word count and plagiarism.

Academic offences, including plagiarism and collusion, are treated very seriously. Plagiarism involves presenting work, excerpts, ideas or passages of another author without appropriate referencing and attribution. Collusion occurs when two or more learners submit work which is so alike in ideas, content, wording and/or structure that the similarity goes beyond what might have been mere coincidence. Plagiarism and collusion are very serious offences and any learner found to be copying another learner’s work or quoting work from another source without recognising and disclosing that source will be penalised.

In submitting their assignment for the unit, and completing the relevant Statement of Authenticity, learners are confirming that the work submitted for all tasks is their own and
does not contravene the CMI policies including word count, plagiarism and collusion. Tutors must sign the Statement of Authenticity, confirming that to the best of their knowledge the work submitted is the learner’s own. CMI reserves the right to return assessments if the necessary Statements of Authenticity have not been completed.

Learners found to be in breach of these regulations will be reported to the relevant CMI contact for deliberation. The Centre and learner will be notified in writing of the outcome of the investigation. In the event that a learner is found to have perpetrated malpractice, the learner will be withdrawn from his/her qualification immediately; fees will not be refunded, the relevant Regulatory Body will be informed and membership of the CMI will be withdrawn.

Appendices

Appendices should NOT be included. All use of tables, graphs, diagrams, Gantt chart and flowcharts should be incorporated into the main text of the assignment. Any published secondary information such as annual reports and company literature, should be referenced in the main text of the assignment but not included.

Confidentiality

Where learners are using organisational information that deals with sensitive material or issues, they must seek the advice and permission from that organisation about its inclusion in an assessment. Where confidentiality is an issue, studying members are advised to anonymise their assignment so that it cannot be attributed to that particular organisation.

Word Count Policy

In total, it is required that your assignment should be between 2,000 - 2,500 words. Learners must comply with the required word count, within a margin of +10%.

These rules exclude the index (if used), headings, information contained within references and bibliographies. When an assessment task requires learners to produce presentation slides with supporting notes, the word count applies to the supporting notes only.

Where a learner’s work has contravened the word count policy, it will be reviewed by the Marker and Lead Moderator before a final decision is made.

Referencing and Professionalism

A professional approach to work is expected from all learners. Learners must therefore identify and acknowledge ALL sources/methodologies/applications used. The learner must use an appropriate referencing system to achieve this. Whilst marks are not awarded for the use of English, the learner must express ideas clearly, succinctly, and ensure that appropriate terminology is used to convey accuracy in meaning.

Submission of Assignments

Assignments are to be emailed by the Centre to ea.marking@managers.org.uk

Emails with an attached zip file should be titled with the Centre name, qualification code, unit number and total number of assignments. Where you are sending assignments for different qualifications please separate them out into different emails using separate Statements of Authenticity.

Centres are to complete and send the ‘Approved Centre Statement of Authenticity for External Assessment’ form which should clearly indicate all learners whose work is being
submitted. If this is not attached the email will be returned. Once sent, the Centre will receive an email back confirming receipt of the assignments from CMI. Please note that CMI are unable to receive attachments over 5MB.

**Resubmissions**

Should an assignment be referred by a CMI Marker, all Learners have the chance to resubmit work a further two times per unit without any additional cost.

An assignment that is resubmitted should clearly have highlighted the amended section/s in order to assist the Marker when assessing the areas that have been enhanced. Once the work has been amended the Learner should complete a new statement of authenticity which should be attached to the email when resubmitting.

All resubmissions should be sent to ea.marking@managers.org.uk. Please ensure it is made clear on the email sent to CMI that the assignment attached is a resubmission.

**Additional Guidance**

All learners are strongly recommended to make full use of the CMI’s Management Library through Study Support (www.managers.org.uk/study) to gain access to a wide range of support resources, including checklists to read, books to borrow, articles to download and videos to watch. An expanding collection of e-Books are also available. Learners will initially need their membership number and date of birth to login and will then be prompted to create a personalised username and password for access.

This service is free to members and many resources are available electronically for immediate delivery. Members have to pay postal charges to return books borrowed. For information, please see www.managers.org.uk

Continuing Professional Development (CPD) - Learners should visit www.managers.org.uk/cpd to access self assessments, guidance and support.

**Instructions and Information for Learners**

The External Assignment is set and assessed by the Chartered Management Institute. It is designed to assess your achievement of all the Learning Outcomes and associated assessment criteria in the relevant unit of the qualification you are undertaking.

Your Centre will advise you when you should start work on the assignment, and the date when you must hand in your completed work.

You should make sure that you plan your work carefully, to ensure that you cover all the requirements of the assignment, and complete it within the time limit specified by your Centre. When answering each task you must consider the assessment criteria (A.C.’s) to be answered within the task as these will be the criteria against which you will be assessed.

Your statements, in answer to the tasks, need to be prefixed with the specific task number and unit title. This will help you keep on track and should ensure you address the details. Work submitted without a task prefix will be returned unmarked. Your statements should not be just a description of work place activities but should include what you have learned from your programme of study. In other words you need to show how you can relate what you have learned through day-to-day management activities.

You must submit your work as a single electronic word document. You should mark the assignment with your name, learner number, the unit number, your Centre name and a brief description of the context in which the assignment was undertaken. You may include a title page if you wish. You must show a total word count on the front page of your assignment. You are strongly advised to keep a copy of your completed assignment before you submit it for
assessment – the copy you submit will not be returned to you. Your assignment may quality assurance will be securely disposed of.

CMI will assess your assignment, and the result will be sent to your Centre, normally within 6 weeks of receipt by the CMI.

If your assignment is assessed as referred, notification will be sent to your

be kept by the CMI for quality assurance purposes. Any assignment not kept for Centre with an indication of the areas to be addressed.

If there is anything in these instructions or in the assignment itself which you do not understand, please seek guidance from your Centre.
CMI Membership Benefits

CMI is the only chartered professional body in the UK dedicated to management and leadership.

Membership of the CMI is designed to work for you and your learners during management studies and then beyond this on a day-to-day basis to aid the overall progression of your management careers.

There are many benefits of membership, but for you and your learners in particular this comes to life with our tailored online support - via www.managers.org.uk/practical-support/study-support.

This enables quick and easy access to information which is automatically tailored to the individual units on each relevant CMI qualification, meaning you can spend less time looking for the information you need to deliver the qualification and ensure that your learners have access to the many resources to complete their next assignment.

The other main benefits of membership are: –

Online resources via our website www.managers.org.uk including checklists, management models, learner videos and podcasts, among various other formats tailored to many different learning styles.

Professional recognition from a Chartered body for management and leadership, including the platform for letters after your name and our highest accolade of Chartered Manager.

Networking opportunities via our online community, social media or programme of events.

Free publications – ‘Professional Manager’ which is our exclusive CMI publication and depending on your grade of membership you will also receive ‘Management Today’.

The CMI library has over 25,000 books and 40,000 journals, making it the largest library in Europe dedicated to management and leadership. Let us source and post the material to you on the same day you request it and make life easier for you and your learners.

Our Ask a Researcher service gives you access to extremely well informed experts who are prepared to go that extra mile to answer your management issues.

Our career development service is also an essential part of what CMI can offer, providing a wealth of material including how to prepare and update a CV, how to succeed at job interviews, dealing with redundancy through our support service and also how to find a job giving you access to over 200,000 vacancies nationwide.

Our free legal helpline is available to all members who need professional advice and the lines are manned by qualified lawyers with at least 5 years experience.

Our CPD offers a structured framework to improve and evidence your professional development, BusinessHR offers invaluable support and ensures a best practice approach to HR and we can also help to save you money on Professional Indemnity Insurance.

For a taster of what CMI membership can do for you and your learners please watch our video www.managers.org.uk/managementdirect-video or for more information visit our website www.managers.org.uk or call our Membership team on 01536 207 307.