for office use only

**Date received:**

**External Assessor:**

**Date sent to EA:**

**Date due back from EA:**

**Date received back from EA:**

EXTERNAL ASSIGNMENT CENTRE AND LEARNER STATEMENT OF AUTHENTICITY: AB/QA/0048/Sept16/V1

### **This statement must be completed and electronically attached to the completed assignment being submitted to the CMI**

|  |  |
| --- | --- |
| **Qualification** |  |
| **Unit number and title** |  |
| **Centre name** |  |
| **Learner name** |  |
| **Learner CMI number** |  |
| **Date submitted** |  |

### **I …………………..confirm that the work submitted is my own and that I am the sole author of this completed assignment and the following has been checked prior to submission**

|  |  |
| --- | --- |
| **Requirement prior to submission** | **Learner sign to confirm** |
| The assessment criteria have been used as headings or I have  indicated/sign-posted within my work  where I feel each assessment criteria has been demonstrated |  |
| Word count is shown on the front sheet and is within the CMI guidelines and I understand that if this is exceeded, it may be returned, unmarked, for editing. |  |
| All answers relating to the Assessment Criteria are contained within the body of the text and appendices have not been used. |  |
| The work has been checked for spelling and grammar |  |
| All work that is not my own has been referenced using a formal system of referencing. |  |
| Learner name and CMI membership number is identified on each page within the assignment (header or footer) and that each page is numbered. |  |

THIS STATEMENT MUST BE COMPLETED AND ELECTRONICALLY ATTACHED TO THE BATCH OF COMPLETED ASSIGNMENTS SUBMITTED FOR ASSESSMENT BY THE INSTITUTE.

Centre confirmation of authenticity:

I confirm that the listed learners:

* are registered at this Centre on a programme of study leading to the Chartered Management Institute
* are, to the best of my knowledge, the sole author(s) of the completed assignment(s) submitted.

Name and job title: Assessor/Trainer

Date:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Learners Name | Learners Number | Result | Sampled |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |
| 8 |  |  |  |  |
| 9 |  |  |  |  |
| 10 |  |  |  |  |