



**CMI Assessment Brief & Marking Sheet Approval Procedure Plus Form**  
**Ref: AB/PRO/0024/Jul18/V02**

### **Purpose**

This procedure applies to all CMI Approved Centres wishing to use assessments created by the Centre. This procedure sets out guidance on how to standardise assessments used at Centre level and the procedure to follow.

### **Introduction**

CMI is committed to maintaining rigorous quality standards and ensuring that we comply with regulatory requirements and best practice. We manage this commitment through continual risk assessment and to take all reasonable steps to prevent and manage Centre - devised assessments to ensure they are 'fit for purpose' before being issued to Learners with the aim to prevent any Adverse Effect.

We support and promote the use of a variety of assessment methods. Guidance and templates can be found on our website: <http://www.managers.org.uk/education-providers/document-library>

### **Scope**

This policy applies to all CMI Awarding Body staff, employers, and CMI Centres and may also apply to CMI Learners.

### **CMI Assessment Checking Procedure**

This procedure is for checking assessments and marking sheets which are Centre-devised and to ensure they are fit for purpose.

All assessment briefs and marking sheets to be checked need to be sent to the following address [assessmentchecking@managers.org.uk](mailto:assessmentchecking@managers.org.uk), so that volume can be measured and consistency and standardisation monitored.

Regardless of the assessment method used, Learners must be provided with a clear assessment brief which clearly identifies the criteria the Learners must achieve and how this will be assessed and evidenced.

### **Stages for procedure**

Prior to writing assignments and completing this form, we recommend you review our forms which support alternative assessment methods. We provide templates you can use for briefs and marking sheets if required and these can be found on our website:

<http://www.managers.org.uk/education-providers/document-library>

1. Centre devises an assessment brief and marking sheet in conjunction with the Qualification Specification.
2. The IV/IQA must review both documents, against the Qualification Specification and complete the document *QA 1.19 Assessment Brief and Marking Sheet Approval Form*. If the IV/IQA agrees it is ready for checking, the next stage applies. If changes need to be made, the assessment brief and marking sheet will be returned to the assessment writer by the IV/IQA for further development until it is ready.

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- 3.** Once the IV/IQA deems the assessment brief and marking sheet to be ready, they are to be sent to [assessmentchecking@managers.org.uk](mailto:assessmentchecking@managers.org.uk) with the completed *QA1.19 Assessment Brief and Marking Sheet Approval Form*. The sender will receive a bounce-back email stating the Service Level Agreement (SLA) of 15 working days.
- 4.** Assessments to be checked will be forwarded onto a CMI Assessment Checking specialist for review with an SLA turnaround of 10 working days.
- 5.** The CMI Assessment Checking specialist completes the *QA1.19 Assessment Brief and Marking Sheet Approval Form* and returns it to the [assessmentchecking@managers.org.uk](mailto:assessmentchecking@managers.org.uk). The comments completed by CMI Assessment Checking specialist should be supportive and ensure the brief and marking sheet is fit for purpose.
- 6.** The *QA 1.19 Assessment Brief and Marking Sheet Approval Form* will then be returned to the Centre. If any remedial action is needed, the Centre must resubmit, with amendments, for sign off by a CMI Assessment Checking specialist.
- 7.** When completed, the Centre must upload the *QA1.19 Assessment Brief and Marking Sheet Approval Form* onto the CMI HUB, in 'Approval Documentation, Section 7.1'.
- 8.** All batches submitted to CMI for moderation must include the approved briefs as well as the completed *QA1.19 Assessment Brief and Marking Sheet Approval Form*.



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This form should be completed by the IV/IQA for EVERY assessment to ensure all relevant information is included before it is sent with the assessment brief to CMI for approval.

Prior to writing assignments and completing this form, we recommend you review our forms which support alternative assessment methods and provide templates you can use for briefs and marking sheets if required and can be found on our website: <http://www.managers.org.uk/education-providers/document-library>

Centre Name:	
Title of programme:	
Unit title:	
Assessment writer:	
IV name:	

Included in Assessment Brief	Yes / No	IV Comments	CMI Agree / Disagree
Is title of course and unit stated?			
Is the assessment methodology clearly stated? i.e. written assignment/professional discussion			
Is there guidance on referencing and a reminder of what constitutes plagiarism included or referred to in the brief?			
Has correct word count, time limit (for discussion and presentation) been specified?			
Does each task state which CMI Assessment Criteria it aims to meet?			
Is there a scenario included if relevant or vocational context?			
Do tasks allow the Learner to produce sufficient evidence to meet the CMI Assessment Criteria?			
Is it clear what evidence the Learner needs to generate? i.e. for a professional discussion: recording, bibliography, Learner notes, assessor feedback with mapping to the recording etc.			
Is the language and level appropriate?			
Are clear issue dates and deadlines for submission included?			

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<b>Included in the marking sheet -</b>			
Does the marking sheet reflect the criteria exactly and provide opportunities for feedback to the Learner?			
Where multiple pieces of evidence are to be submitted, is there a clear mapping approach which shows where each criteria has been met?			
Are there signature, name and date boxes for the assessor and IV to sign?			
<b>Overall review of assessment brief and marking sheet -</b>			
Is the overall assessment brief and marking sheet fit for purpose?			

If 'No' is stated for any of the above, the IV needs to state any remedial action needed by the assessor before the assessment is sent to CMI for approval.

Feedback to the assessment writer from IV/IQA, remedial action needed -
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Once remedial action has been completed the Assessor and IV must sign to confirm that the assessment is 'fit for purpose' and is ready for approval by CMI.

Assessment writer Signature:	Date:
IV Signature:	Date:

CMI Assessment Checking Specialist	Agreed / Disagreed
Where disagreed comment below:	
CMI Assessment Checking Specialist Signature:	Date:

Once this brief and marking sheet has been agreed by a CMI Assessment Checking Specialist, the Centre must:

- Upload this completed and approved form to section 7.1 on the Hub
- Include this completed and approved form in each moderation batch upload in the Assessment Brief upload area

Once this brief and marking sheet is approved by CMI, it is valid for the lifespan for the CMI Unit.

If the unit is changed, or the brief and/or marking sheet is altered by the Centre then it will need to be re-submitted for checking.

**Remember that a Statement of Authenticity is required for each Learner submission for each unit.**