

February 2019 Awarding Body Update

We would like to apologise for the delays you have recently been experiencing on the turnaround of your learners' submissions for the external assessment service. We can assure you that we are working hard to reduce the backlog we currently have.

In order to provide a more efficient marking service, we are introducing a new automated system which we will be launching in February 2019. We will therefore also have a new, streamlined process for your future submissions to underpin this system which will be communicated to you in due course.

All current CMI centres that use the marking service will receive an email **w/c 11th February** to set up a dedicated email account in order to access the new system. This will be a simple process and will involve completing a short on-line form. A link to this form will be included in the mails you receive next week. Guidance for the new process will also be provided.

The introduction of this new system in February will enable our centres to view receive mails about learner work and see where in the process they are with automatic progress updates, allowing better transparency and quicker responses. A communication from CMI in December 2018 invited any of our current centres to be involved in the pilot of this new system and this is now taking place.

The new External Assessment system will begin from **Monday 18th February 2019** and the last submission date for learner work using our existing system will be **Friday 15th February 2019**. If you have any queries please contact EA.marking@managers.org.uk

Guidance for how to use this service is available via an instructional video -

<https://www.youtube.com/watch?v=FPzonl6j0vU&feature=youtu.be>

Additional guidance is also available on our website.

Unfortunately during this transition period there have been some delays with this service and we will aim to address these as soon as possible.

Thank you for your continued support and patience.