



CMI Assessment Brief & Marking Sheet Approval Procedure Plus Form
Ref: AB/PRO/0024/March2021/V03

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, 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 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. 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 or N/A	IV Comments	CMI Agree / Disagree
Is the title of the qualification and unit(s) stated?			
Has the correct word count, time limit (for discussion and presentation) been specified?			
Are there clear issue and submission deadline dates for learners within the assessment brief?			
If the assessment brief covers ACs within more than one unit, is there an CMI-agreed lexible assessment mapping document provided to show overall coverage across the qualification?			
Is the assessment methodology clearly stated? eg. written assignment/professional discussion			
Is it clear what evidence the centre needs to generate? eg. for a professional discussion: time-stamped recording, bibliography, Learner notes, assessor feedback with mapping to the recording etc.			

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<p>Does each task state which CMI Assessment Criteria (rather than Learning Outcome) it aims to meet and do the tasks allow the Learner to produce sufficient evidence to appropriately meet the CMI Assessment Criteria including the command verb?</p>			
<p>Are the relevant Assessment Criteria written in full within the assessment brief or included within an appendix, so that learners have full transparency of intended AC coverage?</p>			
<p>If the assessment brief combines more than one AC within the same question, is it clear to the learner that all of the command verbs need to be met?</p>			
<p>Are the ACs for each method clearly listed using the correct command verb and is the selected method appropriate for assessing those ACs?</p>			
<p>Where a professional discussion is proposed, does the brief contain:</p> <ul style="list-style-type: none"> - A pre-prepared questionnaire that will meet the command verbs with a timing plan. - Audio/video arrangements. - Ability to provide a time-stamped recording - Guidance on how moderation can be undertaken and accessed. 			
<p>Where an exam method is proposed, do the compulsory questions address all CMI ACs for mapped programmes.</p>			
<p>Where group work is proposed can all learners demonstrate that they individually meet the ACs (LO's for HE) for each unit? Is separate evidence proposed to confirm individual achievement against the relevant ACs?</p>			
<p>If the assignment brief and tasks have been rewritten to contextualise to a particular sector or company, do all the command verbs and ACs remain the same?</p>			

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<p>Is the language and level appropriate for the unit(s)?</p> <p>If evidence is to be presented in another language is there written approval from the SQM or HABC and is the assessment brief in another language?</p>			
<p>Included in the marking sheet -</p>			
<p>Does the marking sheet reflect the Assessment criteria exactly and provide both grade decision and feedback comments to the learner for each AC?</p>			
<p>Where an assessment brief is covering criteria in more than one unit does the marking sheet reflect this?</p>			
<p>Where multiple pieces of evidence are to be submitted, is there a clear mapping approach and can the assessor show on the feedback sheet which evidence item has been used to meet each?</p>			
<p>Are there signature, name and date boxes for the assessor and IV to sign?</p>			
<p>Additional Guidance requirements for flexible assessment or Moderation</p>			
<p>Where a professional discussion is proposed, has separate assessment recording guidance been included which details the following:</p> <ul style="list-style-type: none"> - A pre-prepared questionnaire that will meet the command verbs with a timing plan. - Audio/video arrangements and how learners are identified. - Ability to provide a time-stamped recording - Guidance on how moderation can be undertaken and accessed. 			
<p>Where assessment evidence will be presented on the Centre's e-portfolio/VLE system has separate guidance been provided for CMI Moderators around:</p> <ul style="list-style-type: none"> - instructions on how a CMI moderator will access this system and how to use it? 			

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<ul style="list-style-type: none"> - where the learner evidence will be located in relation to this assessment brief? - where assessor feedback for this assessment brief be located? - where IQA records for this assessment brief will be located? 			
Overall review of assessment brief, marking sheet and any additional guidance			
Is the overall assessment brief, marking sheet and any additional guidance 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 -

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.

Centre Assessment writer Signature:	Date:
Centre 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(s).

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.