

Guidance for Submission to CMI Marking Service

A how-to guide for submission of learner assignments to the CMI Marking Service.

REGISTRATION

In order to access the CMI Marking Service Submission Portal, each centre staff member will be required to have access permissions to them granted by the Awarding Body Support Team.

To request these permissions, please complete the form found at [this link](#).

ACCESS

The CMI Marking Service Submission Portal can either be accessed via the **Marking Service** tile on the CMI HUB, or via [this direct link](#).

SUBMISSIONS

Guidance for completion

<p>CMI's External Marking Service</p> <p>Centre Details</p> <p>Select your centre *</p> <input type="text" value="Search"/> <p>Next</p> <p><small>If you are experiencing any difficulty in completing this form or otherwise submitting to the CMI Marking Service, we ask that you please contact awardingbody@managers.org.uk. The Awarding Body Support Team will then be able to help facilitate access where required.</small></p>	<p>Input your Centre name, searching either by C number or by the name itself, then click Next</p>
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CMI's External Marking Service

Learner Details

Please supply all information as accurately as possible in the below fields. This will make the process as fast as possible and help to prevent any inaccurate recording/misinformation.

An email will be sent to you to confirm your request for marking once it has been successfully received, or if we require further information.

Learner

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On the next page, you will be able to search for the learner in question using the Search field.

The learners that can be selected are the ones already registered to your centre - if you have not already done this you will have to go through learner registration prior to submitting the learner's work to the CMI Marking Service.

CMI's External Marking Service

Submission details and documents

Please supply details of the qualification and unit being submitted for marking. Then upload documents relevant to this Learner's submission.

If you are submitting Learner work for marking for a Learner registered on an apprenticeship, please use the details of the Qualification they are registered on, not the apprenticeship.

What qualification is the Learner registered for? *

Select a qualification...

What UNIT is the Learner submitting e.g. 2001V17 (Please note this code must be exact. If you are not sure of the Unit Code, they are listed [here](#)) *

Unit

Does this Learner have any special considerations or reasonable adjustments? If yes, please state the details.

Details

If applicable, PO Number (to be included on the invoice)

PO Number

Please upload the Learner's assignment and any supporting documents below *

[Upload Files](#)

Using the drop-down menus, populate the form requiring submission details. Mandatory fields are marked with a red asterisk (*)

- **What qualification is the Learner registered for?***
- **What UNIT is the Learner submitting?***

There are also free-text fields to include **Special considerations** and a **PO Number**, if applicable.

You can then select the **Upload Files** button to attach the learner's work and any supporting documents to the submission.

Statement of Authenticity

Confirm learner's work is theirs *

By ticking this box you are confirming that you can verify this work has been completed by the Learner whose details have been provided in section 2

For terms and conditions please read the following <https://googl6A8H4s>

Email for notifications

Please supply an email address that all notifications about this marking request will be sent, this includes progress notifications. *

Email Address *

Confirm Email Address *

[Back](#) [Submit](#)

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Further down the page, you will be prompted to confirm the Learners' Statement of Authenticity. A link to the Terms & Conditions relating to this can be found on the form.

You can then select which email(s) notifications regarding the status of the submission will be sent to.

Once you are finished, click **Submit**.