

# **CMI Awarding Body**

Centre Devised Assessment Policy and  
Procedure - V7

---

# CMI Awarding Body

Centre Devised Assessment Policy and Procedure

AB/POL/0024 - January 2026 - V7

## History

Date	Amendments Made
January 2026 V7	<ul style="list-style-type: none"><li>• Change of policy name from Assessment Brief &amp; Marking Sheet Approval Procedure</li><li>• Full review of the policy and procedure</li><li>• Incorporated into the new policy template</li><li>• Include any reference to CMI Partner Connect</li><li>• Change in name for SQA Accreditation to Qualifications Scotland Accreditation</li></ul>
February 2022 V6	<ul style="list-style-type: none"><li>• Full review of the policy and procedure</li></ul>

## Intended Audience

- CMI Quality Managers
- CMI Senior Qualifications Moderator and Marker
- CMI Lead Moderators
- CMI Partner Relationship Managers
- CMI Customer Service Team
- CMI Partner Engagement Managers
- CMI Awarding Body Support Team
- CMI Contracted Markers, Moderators and Mappers
- CMI Centres

All of CMI's policies are published on the [CMI Policies Webpage](#).

---

## Purpose

This policy outlines the requirements and procedures for **CMI Fully Approved Centres** that wish to design and use their own assessments for CMI qualifications. It does **not** apply to **Registered Centres** or to an Approved Centre that opts to use the CMI External Assessment service.

The purpose of this policy is to ensure that all Centre devised assessments are developed and implemented in line with CMI's regulatory requirements. It provides a standardised framework to ensure assessments are valid, reliable, and fit for purpose, while supporting consistency in delivery and maintaining the integrity of CMI qualifications.

## Scope

This policy applies to all **CMI Fully Approved Centres** (Direct Delivery) who wish to design and deliver Centre devised assessments for CMI qualifications. It also applies to relevant CMI Awarding Body staff involved in the review, approval and quality assurance of these assessments and may also extend to CMI Learners. The procedure applies to assessments for CMI qualifications only.

## Regulatory Requirements

This policy meets the regulatory requirements set out by our regulators: Ofqual, CCEA Regulation, Qualifications Wales, and Qualifications Scotland Accreditation.

[Ofqual - Conditions of Recognition](#)

[Qualifications Wales - Standard Conditions of Recognition](#)

[CCEA Regulation - General Conditions of Recognition](#)

[Qualifications Scotland Accreditation Regulatory Principles \(2021\)](#)

Regulator or Relevant Regulatory Body	Reference Details	Legislation/Regulatory Reference
Ofqual	General Conditions of Recognition	Condition No: D1. Fitness for purpose of qualifications D2. Accessibility of qualifications.
Qualifications Wales	Standard Conditions of Recognition	Condition No: D1. Fitness for purpose of qualifications D2. Accessibility of qualifications.
CCEA Regulation	General Conditions of Recognition	Condition No: D1. Fitness for purpose of qualifications D2. Accessibility of qualifications.
Qualifications Scotland Accreditation	Regulatory Principles 2021	Principle 12. The awarding body and its providers must ensure that they have the necessary arrangements and resources required to manage and administer qualification delivery and assessment.  Principle 14. The awarding body and its providers must ensure that its qualifications and their delivery and assessment are fair, inclusive and accessible to learners.

## Introduction

CMI is committed to maintaining rigorous quality standards and ensuring compliance with regulatory requirements and best practices. CMI manages this commitment through continual risk assessment and taking all reasonable steps to manage Centre devised assessments for CMI qualifications to ensure they are

---

regulatory compliant and 'fit for purpose' before being issued to Learners. The aim is to support access to assessment without unnecessary obstacles and prevent any adverse effects.

The policy aims to inform and guide CMI Fully Approved Centres in the use of alternative assessment methods, ensuring assessments remain accessible, fair and free from unintended adverse effects.

## Guidance

### Information to be considered when developing Centre Devised Assessments

Fully Approved CMI Centres can devise their own bespoke assessment briefs, marking sheets and use alternative assessment methods as an alternative to the CMI written assessment briefs, marking sheets and evidence booklets.

### Reasons for Centre Devised Assessments

CMI approval **must** be sought before using any Centre Devised Assessment or marking sheet.

Approval is required in the following situations:

- **Alternative Assessment Methods** – To use methods other than those outlined in the CMI assessment brief/evidence booklet, such as professional discussions or presentations.
- **Supplementary Evidence Gathering** – To support the collection of additional verbal questioning evidence to meet any referred assessment criteria.
- **Cohort-Specific Adaptations** – To tailor tasks or scenarios for specific employers, sectors, or industries.
- **No Existing CMI Assessment Briefs** – Where no CMI assessment briefs are available (for example, CMI Level 8 Strategic Direction and Leadership).
- **Bespoke Contextualisation** – To adapt assessments for a client or to address cultural sensitivities.
- **Reasonable Adjustments** – To provide alternative forms of assessment in line with CMI's Reasonable Adjustments and Special Considerations Procedure.

The standard CMI assessment briefs, assessment booklets and marking sheets can be accessed at [MyCMI - Qualification Assessment](#) and can be used as a reference point.

---

## Developing Assessments

CMI supports and promotes the use of a variety of assessment methods. The breadth of the valid assessment methods can be found in the qualification syllabus and the CMI Centres Guide to Work-Based Assessment.

## Policies and Guidance to Review

Before developing an assessment, Centres should consider the following policies and guidance when developing their own bespoke assessment briefs or alternative assessment methods and marking sheets.

(These can all be accessed on the [CMI Policies Webpage](#).)

- [Assessment Guidance for presentation and professional discussion](#)
- [CMI Centres Guide to Work-Based Assessment](#)
- [CMI Qualification Assessment Guidance Policy](#)
- [CMI Delivery and Assessment Language Policy](#)
- [CMI Distance Learning Policy](#)
- [CMI Command Verbs Definitions List](#)

When developing Centre Devised Assessments, Centres should:

- Refer to the CMI qualification syllabus and the CMI Centres Guide to Work-Based Assessment.
- Review the standard CMI assessment briefs, booklets, and marking sheets as reference points.
- Consider the following requirements for assignment briefs and alternative assessment methods:
  - Correct unit and qualification details
  - Inclusion of all relevant learning outcomes and assessment criteria
  - Assessment criteria are clearly linked to each task
  - Clear instructions on the evidence that Learners must provide
  - Tasks enabling Learners to generate sufficient evidence at the appropriate level
  - Reasonable and defined timeframes
  - Vocationally relevant language
  - Clear presentation format

---

# Approval Procedure

## Approval Requirements

### Required Documentation for Approval Submission

When applying for approval of a Centre Devised Assessment, the following documents must be produced and submitted as evidence:

- **Assessment Brief** – Fully detailing the tasks, requirements, and mapping to the unit's assessment criteria.
- **Marking Sheet** – Either:
  - A Centre devised marking sheet, or
  - A statement confirming that the standard CMI marking sheet will be used.
- **Learner Evidence Booklet** – To capture and present the Learner's work and supporting evidence.
- **Programme Outline / Scheme of Work / Delivery Plan** – Outlining the planned delivery, assessment schedule, and including the mapping to learning outcomes and assessment criteria.

All assessment briefs and marking sheets submitted for approval must:

- Be accurate, current and authentic
- Be relevant in depth and breadth
- Include word counts (for written work) or equivalent requirements in other formats, aligned with CMI guidance
- Provide sufficient evidence, with all assessment criteria clearly referenced, demonstrating how Learners will meet each criterion through the tasks set.
- Include a [Learner Statement of Authenticity](#), for the Learner to evidence that the work is their own.

## Submission Method

- The Centre will be required to submit a Centre Devised Assessment/Brief Application through CMI Partner Connect. All supporting documentation must be uploaded to **CMI Partner Connect** as part of this formal approval request.
- Files should be clearly named and version-controlled.
- Centres must retain a copy of all approved documentation for internal quality assurance purposes.

Fully Approved Centres must follow this procedure and are required to gain CMI approval before using any Centre devised assessments or marking sheets with Learners.

---

## Stages of the Approval Process

- **Review** relevant policies, guidance, and qualification syllabus.  
**Draft** the assessment brief, marking sheet, learner evidence booklet, and programme/scheme of work.
- **Create and submit a Centre Devised Assessment/Brief Application on CMI Partner Connect**, ensuring all supporting documentation is included within the application..
- **CMI Review** on CMI Partner Connect – Assessments will be reviewed for compliance, fitness for purpose, and alignment with qualification specifications.
- **Feedback and Amendments** – CMI may request changes before approval is granted. This will be notified to Centres through CMI Partner Connect.
- **Approval is confirmed via CMI Partner Connect** – The Centre may then implement the assessment with Learners.

## Fees

CMI may charge fees for:

- Approval of Centre Devised Assessments
- Marking and moderation of Centre Devised Assessments

Refer to the [CMI Partner Fees Guide 2025–26](#).

## Monitoring and Review

This policy will be reviewed in line with CMI's Document Control Policy.