**External Assessment**
**Guidance to Centres**

The Chartered Management Institute provides a comprehensive external assessment service to all CMI Centres. For all units within the Management and Leadership and Coaching and Mentoring qualification; from level two to level seven have assignment briefs available. The assignment brief can be found on the CMI's website under Education Providers, Centre Resources. CMI offers a **six week** service level on all assignments received. To enable CMI's External Assessment Team and Assessors to process your learners' assignments effectively please follow the below guidelines.

Submissions received by 5.00pm on the Thursday of each week will be sent out for marking on the Friday of the same week. Submissions received after this time will be sent out for marking the following week.

**Assignment Guidelines**

- All work should be submitted in an electronic document, preferably in a Microsoft Word file. The document must be clearly titled with either First Submission or Resubmission together with the learner's name, learner's 'P' number, the qualification code and the assignment unit number. Only one electronic document should be submitted for each assignment.

- Only in exceptional circumstances does CMI offer a paper based assignment service for learners who are unable to submit an electronic copy. The process is the same as below; please send the assignment to:
  The External Assessment Team, Awarding Body and Compliance, The Chartered Management Institute, Management House, Cottingham Road, Corby, Northamptonshire, NN17 1TT.

To avoid being notified that your submission(s) has not been processed due to missing files or is in the incorrect format please ensure you follow the submitting assignment guidelines below.

All files **must** be uploaded in a zip folder and **not** as single documents.

**How to submit a first submission assignment**

Where centres are submitting assignments for different units, they **must** be sent in separate zip files.

- The zip file should be uploaded containing the following:

  o CMI External Assessment Assignment Submission Form (for each learner)
  o All learners' assignments, (if they are all the same qualification and unit)
  o the Learner Statement of Authenticity (for each learner)
  o Centre Statement of Authenticity

  Each learner's file **must** be titled First Submission and include the learner's name, learner's 'P' number and the unit code of the assignment.

**How to submit a resubmission assignment**

Where centres are submitting assignments for different units, they **must** be sent in separate zip files.

- The zip file should be uploaded containing the following:
    - CMI External Assessment Assignment Submission Form (for each learner)
    - All learners' assignments, (if they are all the same qualification and unit)
    - The referred marksheet
    - Learner Statement of Authenticity (for each learner)
    - Centre Statement of Authenticity

    Each learner's file **must** be titled Resubmission and include the learner's name, learner's 'P' number and the unit code of the assignment.

All edited work by the learner **must** be in a different colour the original text as to clearly show what has changed from the original submission.
First referral submission edits are to be made in Blue
Second referral submission edits are to be made in Red

If this is not done the assignment will be returned for editing.

- Assignments are to be uploaded to our secure file drop page as shown below.
  The maximum file upload size is 10MB.

  Enter http://bit.ly/CMI-EA-Assessor-FileDrop into your website browser

**1** Enter in the email address that you wish your results to go to. Note: Your confirmation receipt of a successful file upload will also be sent to this email address.

**2** Select the zip file you wish to send.

***To avoid being notified that your submission(s) has not been processed due to missing files or is in the incorrect format please ensure you follow the submitting assignment guidelines below.***

Upon completion of the external assessment, the Centre will receive an encrypted email Virtu detailing the results for each learner within our six weeks service level agreement.

**Note to Centres**

- The new qualification workbooks for Level 3 and Level 5 include the Learner Statement of Authenticity and Centre Statement of Authenticity within them. If this is completed by the learner and centre then a separate learner and centre statement of authenticity is not required. However if these sections of the workbooks are not completed, then a separate Learner Statement of Authenticity and Centre Statement of Authenticity is to be submitted with the learner assignment.

- Centres will receive an automatic email back confirming receipt of their submission.

- Any submissions that are missing documents, or not received in the correct format, **will not** be processed for marking until all documents are received, or the format is corrected.
  If you are notified that your submission is incorrect, the centre will be required to follow the instructions provided in the email advising what is missing. The centre will then be required to submit a brand new file upload containing all the files including the missing file or to resend the file in the correct format as instructed above in 'How to submit a first submission/resubmission assignment'.

- For all queries relating to a submission please email ea.marking@managers.org.uk.
  If you are enquiring about the progress of a submitted assignment, please note that we are unable to provide you with a status report of the submitted assignment, however, we will return the assignment within the six week customer service deadline.

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**These guidelines are in line with GDPR. Submissions received via email can no longer be accepted.**