Guidance on Completing - Assignment Submission Form

1) Complete the auto-enrolment form to gain CMI credentials: [Form Link](#).
2) Log into Google with your CMI credentials.
3) Once logged in, access the Assignment Submission Form: [Form Link](#).

What is your Learner's first name? * Your answer	*** Mandatory Field** Please enter the learner's first name as accurately as possible. This information will be used to validate the submission. If you are unsure on what first name CMI have on record, please check The HUB or contact customer services.
What is your Learner's surname? * Your answer	*** Mandatory Field** Please enter the learner's surname as accurately as possible. This information will be used to validate the submission. If you are unsure on what first name CMI have on record, please check The HUB or contact customer services.
What is your Learner's email address? Your answer	This field is not mandatory, however if able please enter the Learner's email address. This will make the process as fast as possible, and allow more opportunity for validation.

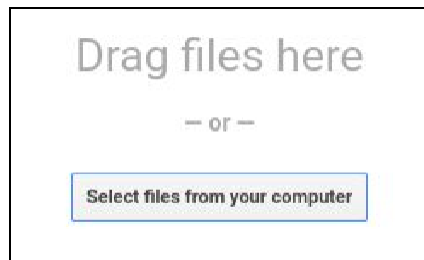|	
If you know it, what is your Learner's CMI Membership number (e.g. P04000001)? Your answer	This field is not mandatory, however if able please enter the Learner's CMI Membership number. This will make the process as fast as possible, and allow more opportunity for validation.
What qualification is the Learner registered for? * Choose ▾ Choose CMI Level 2 Award in Team Leading [2A1V2] CMI Level 2 Certificate in Team Leading [2C1V2] CMI Level 3 Award in First Line Management [3A1V2] CMI Level 3 Award in Coaching and Mentoring [3A2V2] CMI Level 3 Certificate in First Line Management [3C1V2]	*** Mandatory Field** Please select the relevant qualification from the pre-populated drop down list. Please ensure that you select the correct qualification for your learner. If you are unsure on which to select, please check The HUB or contact customer services.
What UNIT is the Learner submitting e.g. 2001V1? (Please note this code must be exact. If you are not sure of the Unit Code, they are listed here https://tinyurl.com/y3ka6mdn) * Your answer	*** Mandatory Field** Please enter the Unit Code in the free-text box i.e. 2003V1. The Unit Code must be an exact match in order to pass validation, click here for the full list of CMI Unit Codes for reference**.** Please ensure that you type the correct Unit Code for your learner. If you are unsure on which to select, please check The HUB or contact customer services.

Does this Learner have any special considerations? If yes, please state the details. Your answer	Please complete this question using the free-text box if the Learner has any special considerations.

Please upload the Learner's assignment and any supporting documents below * ADD FILE Drag files here — or — Select files from your computer	* Mandatory Field Please click on "**ADD FILE**" to browse your device and upload the relevant documents. Please note there is a maximum upload limit of 10 files. Please upload loose files, not a zip file. You can also drag files into this box, to automatically upload them.
STATEMENT OF AUTHENTICITY For terms and conditions please read the following https://goo.gl/aA6HAa 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 * ☐ Confirm learners work is theirs	* Mandatory Field Please tick the box to confirm the work has been completed by the Learner. You can also click the url link to read the terms and conditions.

EMAIL FOR NOTIFICATIONS

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

Email Address *

Your answer

BACK   SUBMIT

Please enter an email address where you would like to receive regular updates regarding the assignment submission.

Please note that if you enter an incorrect email address, you will not receive any updates or results for this submission.

Please ensure that ALL of the above details match the details that CMI have on our systems. If ANY of the fields that are mandatory are not completed correctly, your submission will fail validation and the form will have to be completed and documents reuploaded successfully before marking will take place.

If you are submitting for the first time, please wait for your first verification email to come through before continuing to submit. This will save time and ensure that the details you have submitted are correct.