Assignment Useful Information

All Assignments should contain a front page including:

- Name
- Learner/Membership No
- Unit number and title
- Word count – by Task

Assessment Criteria

It is paramount that all of the assessment criteria (AC) are addressed in the assignment in order to achieve the qualification. ACs need to be used as headings in your assignments, assignment that do not follow this format will be returned unmarked for amendments. This request will not be counted as a referral; however, if your resubmission fails to have the correct format then it will be treated as a referral. Please note the task is designed to give context only; generally for those in aspiring manager roles.

Word Count

Word count should be adhered to with a 10% allowance either way. If the word count on your assignment is too low or too high or the word count is not clearly shown on the front page it will be returned by the assessor unmarked requesting amendments. This will not be counted as a referral; however, if your resubmission word count is still too low/high following the amendments then it will be treated as a referral.

The word count for the introduction and conclusion, titles and bibliography is not be included in the overall assignment word count. The introduction and conclusions should collectively be no more than 800 words.

Word counts should be clearly stated on the front page of the assignment.

Appendices

Information that is essential to your work in order to meet assessment criteria should be included within the main body of the assignment. Assessors and verifiers are not required to mark any appendices.

When work is submitted to the Awarding Body for Sampling, appendices will NOT be moderated.

Assignment Structure

All use of tables*, graphs, diagrams, Gantt charts and flowcharts should be incorporated into the main text of your assignment, but not included in the word count. Any published secondary information such as annual reports and company literature, should be referenced by the learner in the main text of the assignment but not included.

Assignments should be no more than 4MB and should be submitted on a Word.doc, PDFs will not be accepted and they will be returned to you.

Drafts Assignment Submissions

CMIE Management School **does not** support the practice of learners asking assessors to review draft submissions.

Assessment Submission Forms

All assignments should be submitted alongside an Assessment Submission Form. No assignment will be assessed without a copy of this form.

Referencing

It is important that you remember to always correctly reference any work that you have sourced from your research whilst completing your assignment, this includes all models, theories and concepts.

Whilst we are not prescriptive on exactly how you reference we would recommend you use the Harvard Referencing System that is the most commonly recognised. Ultimately as long at the assessor can see that you have attributed the work that is not your own to its original source (and this source can be easily located from the information you provide) this will be acceptable.

If you fail to correctly reference your work you could potential be investigated for potential plagiarism which could mean you are left unable to complete your qualification.

Malpractice

All instances of alleged collusion and or plagiarism will be treated according to CMIE Management School's Malpractice and Maladministration Policy.

Malpractice can occur in:

- The preparation and authentication of assignments
- Conduct during an internal assessment
- Conduct during an external assessment

Examples of malpractice include:

- Plagiarism - failure to acknowledge sources properly and/or the submission of another person's work as if it were your own
- Collusion with others when an assessment must be completed by individuals
- Copying from another Learner (including using ICT to do so)

- Impersonation - assuming the identity of another Learner or having someone assume your identity during an assessment
- Inclusion of inappropriate, offensive, discriminatory or obscene material in assessment evidence.

*Assessors will use their discretion when reviewing the content of tables, it may be evident that you has used this format to reduce word count; equally you may have used a table as the best layout when answering an AC e.g. to show direct comparisons. For ACs that begin with the command verbs such as 'Explain' and 'Discuss' it is not expected to see the answer in table format.