

CMI Assessment Brief & Marking Sheet Approval Procedure

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CMI Assessment Brief & Marking Sheet Approval Procedure

Purpose

This procedure applies to all CMI Fully Approved Centres wishing to use assessments created by the Centre for CMI qualifications. This procedure cannot be used by Registered Centres or where a Fully Approved Centre intends to use the CMI External Assessment service. This procedure sets out guidance on how to standardise assessments used at Centre level and the processes to follow.

Introduction

CMI is committed to maintaining rigorous quality standards and ensuring compliance with regulatory requirements and best practice. 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 'fit for purpose', before being issued to Learners. The aim is to support access to assessment without unnecessary obstacles and prevent any Adverse Effect.

CMI supports and promotes the use of a variety of assessment methods. CMI has provided specific guidance around using Presentation and Professional Discussion methods here: [Link](#)

The standard CMI assignment briefs and marking sheets are located within MyCMI (formerly the Partner portal) Assessment area for Centres to access and to use as a reference point: [Link](#)

Scope

This policy applies to all CMI Awarding Body staff, employers, and CMI Centres and may also apply to CMI Learners. The procedure is limited to assessments for CMI qualifications.

CMI Assessment Brief Approval Procedure

CMI has designed standard assignment briefs and marking sheets for the vast majority of qualifications and their units which it offers. This procedure is for checking any proposed assessments and marking sheets which are Centre-devised and non-standard to the above, so as to ensure they are fit for purpose, appropriate and consistent with the specification for the qualification. Centres must follow this assessment checking procedure and gain CMI approval, prior to the use of any non-standard assessments or marking sheets with Learners.

All assessment briefs and marking sheets to be checked need to be sent to the following address assessmentchecking@managers.org.uk, so that volume can be measured and consistency and standardisation monitored.

Regardless of the assessment method used, Learners must be provided with a clear assessment brief which clearly identifies the criteria the Learners must achieve and how this will be assessed and evidenced.

The assessment brief and mark sheet approval procedure should be used in the following instances:

- Creation of assignment briefs for professional discussion
- (CMI's Professional Discussion Guidance can be found here [Link](#), including professional discussions designed to respond to reasonable adjustment applications (CMI's Reasonable Adjustments policy can be found here [Link](#))
- Creation of assignment briefs to cover instances where additional verbal questioning is used to gather supplementary Learner evidence to reinforce referred assessment criteria.
- Creation of assignment briefs to cover other assessment methods, for example, presentations.
- Creation of assignment briefs to modify tasks or scenarios to make them cohort-specific, for example, for a particular employer/sector/industry or similar.
- Creation of assignment bespoke assignment briefs to accommodate context, perhaps for a client, or to accommodate cultural sensitivities.

Please note that copying and pasting the CMI assignment briefs into Centre templates even without changing any details will require the brief(s) to be submitted for approval.

Stages of the procedure

Prior to writing assignments and completing this form, CMI recommends that you review the support guidance provided in the Introduction section of this Procedure and carefully consider the existing standard assignment briefs and marking sheets to support the development of any non-standard assessment approaches.

1. Centre devises an assessment brief and marking sheet in conjunction with the Qualification Specification.
2. The Centre IV/IQA must review both documents, against the Qualification Specification and complete the document 'CMI Assessment Brief & Marking Sheet Approval Procedure Form' (see below). If the IV/IQA agrees it is ready for checking, the next stage applies. If changes need to be made, the assessment brief and marking sheet will be returned to the assessment writer by the IV/IQA for further development until it is ready.

- 3.** Once the IV/IQA deems the assessment brief and marking sheet to be ready, they are to be sent to assessmentchecking@managers.org.uk with the completed CMI Assessment Brief & Marking Sheet Approval Procedure Form. The sender will receive a bounce-back email stating the Service Level Agreement (SLA) of 15 working days.
- 4.** Assessments to be checked will be forwarded onto a CMI Assessment Checking specialist for review with an SLA turnaround of 10 working days.
- 5.** The CMI Assessment Checking specialist completes the CMI Assessment Brief & Marking Sheet Approval Procedure Form and returns it to the assessmentchecking@managers.org.uk . The comments completed by the CMI Assessment Checking specialist should be supportive and ensure the brief and marking sheet is fit for purpose.
- 6.** The CMI Assessment Brief & Marking Sheet Approval Procedure Form will then be returned to the Centre. If any remedial action is needed, the Centre must resubmit, with amendments, for sign off by a CMI Assessment Checking specialist.
- 7.** When completed, the Centre must upload the CMI Assessment Brief & Marking Sheet Approval Procedure Plus Form onto the CMI HUB, in 'Approval Documentation, Section 7.1'.
- 8.** All batches submitted to CMI for moderation must include the non-standard approved assignment briefs as well as the completed CMI Assessment Brief & Marking Sheet Approval Procedure Plus Form.