



CILT(UK)

Awarding Organisation

Policy and Procedures -

Assignment Instructions (for

Learners and Learning Partners)

CILT(UK) Awarding Organisation (AO):
Assignment Instructions (for Learners and Learning Partners)

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Earlstrees Road
Corby
Northants
NN17 4AX
Tel: 01536 740100

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1. Introduction

The purpose of this document is to outline CILT(UK) Awarding Organisation (AO) requirements for non-examination based written work (e.g. assignments and projects). The term 'Assignment' will be used throughout this document.

To supplement this document, Learners and Learning Partners must also refer to the full assignment brief – the assignment brief also includes information related to the required formatting of the assignment

Note: Failure to follow the formatting requirements may result in the assignment not being marked.

CILT(UK) AO offer qualifications for award where Learners have demonstrated the required level of knowledge. To manage this, assessment validity and integrity must be upheld in accordance with CILT(UK) AO standards (with reference to our regulators (Ofqual, QI Wales and CCEA). These Assignments Instructions outline how CILT(UK) AO manage the integrity of assignments.

This document provides the following guidance:

- the appropriate types of support that can be provided to Learners
- CILT(UK) AOs policy for Generative AI and the limitations of its use
- the required drafting process (this process is important to be followed as it can assist with investigations where authorship must be confirmed)
- the required referencing method to be followed
- the assignment submission process
- the post assignment submission process.

The Head of Learning Partner is responsible to CILT(UK) AO for ensuring that all Assignments are managed in accordance with these instructions by Learning Partner staff, the Tutor(s) and the Learner. The term Tutor refers to the individual(s) appointed by the Learning Partner responsible for teaching the course leading to the relevant qualification and supervising the Learner's work.

Learning Partners offering CILT(UK) qualifications that include Assignment-based assessment must provide this document to the following and ensure that it has been read and understood by:

- All Learners enrolled on specified CILT(UK) AO qualifications that include Assignment-based assessment (see [2. Scope](#).)
- All Tutors supervising or likely to be supervising Assignment-based assessments for relevant CILT(UK) AO qualifications
- Learning Partner staff managing the Assignment review and submission process.

The latest version of this document is available on the CILT(UK) website: <https://ciltuk.org.uk/AO-Policies-Procedures>.

If in doubt or circumstances arise which are not covered by these instructions, a Learner should contact their Learning Partner in the first instance. The Learning Partner can then contact CILT(UK) AO for advice via: ao@ciltuk.org.uk.

2. Scope

This policy applies to:

Assignments, projects and other non-examination based written work for the following CILT(UK) AO qualifications:

- CILT(UK) Level 3 Practitioner Certificate in Logistics, Supply Chain and Operations Management
- CILT(UK) Level 5 Professional Certificate in Supply Chain and Operations Management
- CILT(UK) Level 6 Advanced Professional Diploma in Supply Chain Networks

For specification information: <https://ciltuk.org.uk/organisations/awarding-organisation/cilt-uk-qualifications/>

The relevant timetable for submissions is available here: <https://ciltuk.org.uk/Learning-Partner-Resources>

3. Regulatory Authorities' criteria

CILT(UK) is an awarding organisation regulated by The Office of Qualifications and Examinations Regulation (Ofqual) in England, Qualification Wales (QW) and the Council for the Curriculum, Examinations and Assessment (CCEA) Regulation in Northern Ireland.

In addition to statutory duties, this policy is intended to meet relevant regulatory requirements as set out by Ofqual / QW / CCEA and has been compiled with reference to current regulatory guidance and best practice.

4. Tutor and Learning Partner supervision of Assignment preparation

The purpose of this section is to highlight the processes that must be followed by tutors and/or Learning Partner staff involved in the assignment process. This is to uphold that:

- The Assignment must be the Learner's own original and independent work
- Learners are advised to spend an appropriate amount of time on the work, proportional to the marks available

a) Assignment drafting and Tutor review

The Tutor and Learning Partner both must ensure that:

- There are opportunities of supervision of every Learner to enable work to be authenticated;
- Work submitted by an individual Learner is submitted with the complete Learner Declaration for each assessment, confirming it to be the Learner's own, original, and independent work.
- To meet these requirements, Learning Partners must retain records of reviews for CILT(UK) AO audit purposes. CILT(UK) AO suggest Learning Partners reviews follow the below best practice measures:
 - i) Regular reviews of Learner engagement and progress
 - ii) Review draft versions of assignments if submitted
- Tutors may review an Assignment before it is handed in for final assessment, provided that advice remains at the general level based on the assignment brief and qualification specification, enabling the Learner to take the initiative in making amendments
- General advice may be given verbally or in written form.

- Tutors are expected to use their subject expertise and professional judgement to ensure the requirements of the relevant qualification specification, assignment brief and relevant CILT(UK) AO policies (including this document) are met
- Learners may then revise and re-draft work independently based on the Tutor feedback received
- The Learner is required to sign a Declaration of Authenticity to be submitted with each Assignment submitted to CILT(UK) AO.

b) Limits of advice and guidance by Tutors (and Learning Partners)

Tutors and Learning Partner staff are **not** permitted to:

- Give detailed indications of errors or omissions which leave the Learner no opportunity for individual initiative
- Give advice on specific improvements needed to meet the assessment criteria
- Provide writing frames specific to the Assignment task (e.g. templates that are not provided as part of the assignment brief, model answers, previous examples of work submitted, wording, outlines, paragraph headings or section headings)
- Intervene personally to change the content and/or presentation of the assignment
- Permit anyone other than the Learner to change the content and/or presentation of the assignment – this includes advising Learners they are not permitted to use generative AI to change the content and/or presentation of the assignments (further details are contained in [section 7](#))
- Tutors are expected to use their subject expertise and professional judgement to ensure the requirements of the relevant qualification specification, assignment brief and relevant CILT(UK) AO policies (including this document) are met

Note: Once work is submitted for final assessment by the Learner it must **not** be revised by the Tutor or Learning Partner before submission to the Awarding Organisation. Where a Tutor or Learning Partner representative adds, amends or removes any material to or from a Learner's Assignment will be regarded as malpractice.

5. Limits of advice and guidance by Third Parties (other than the Learner's Tutor)

- Third parties other than the Tutor may provide the Learner access to resource materials and discuss the Assignment but must **not** give direct advice on what should or should not be included in a Learner's Assignment. Third Parties include but are not limited to other Learners, Learning Partner staff other than the Tutor, the Learner's line manager, colleagues, family members, social media contacts, etc
- Learners must not copy material from another Learner or allow another Learner to copy from them
- A Learner that needs specific help must contact their Tutor – guidance must only be provided within the remit outlined in [section 4](#)

6. Retention and security of draft and live Assignments by Learners and Learning Partners

Learners must retain an electronic copy of the final versions of all Assignments submitted to the Learning Partner for submission to CILT(UK) AO until (at the earliest) after results have been released by CILT(UK) AO and any Enquiry About Result (EAR) or Appeal has been completed.

The Learning Partner is responsible for ensuring the importance of this requirement is communicated to each Learner

The Learning Partner must retain an electronic copy of the final versions of all Assignments submitted to CILT(UK) AO until (at the earliest) after results have been released by CILT(UK) AO and any Enquiry About Result (EAR) or Appeal has been completed.

The Learner and/or Learning Partner will find these retained copies useful in the event of:

- resubmission being required
- a Suspected Malpractice investigation

Note: Assignments submitted to CILT(UK) AO and accepted for marking will not be returned to the Learner or the Learning Partner.

a) Storage and security of draft and live Assignments by Learners

- Learners are not permitted to share their assignment ('live' 'draft' or 'past') with any other person other than the approved Learning Partner staff and/or their tutor within the remit as outlined in section 4 of this document.
- Learners must keep Assignments secure and confidential during and after preparation and submission
- Other than with approved Learning Partner staff or their tutor, learners work must not be shared in person or remotely (e.g. via email, screen sharing, online or social media) for any reason and particularly must not be shared with the intention of allowing others to use, part or all the assignment content, for future submissions.

Note: The sharing of 'live', draft or past Assignments by Learners for means other than those expressly stated in this document is regarded by CILT(UK) AO as malpractice.

b) Storage and security of draft and live Assignments by Learning Partners

- Other than with CILT(UK) AO, the Learner, approved Learning Partner staff and/or the Learners tutor, Learning Partners are not permitted to share Learners assignments ('live' 'draft' or 'past') for any reason and particularly must not be shared with the intention of allowing others to use, part or all the assignment content, for future submissions.
- Learning Partners (including the Tutor) must always keep 'live' Assignments (including draft versions provided by a Learner) secure and confidential whilst in their possession whether paper-based or electronic
- Learner work must be backed-up regularly and stored securely on the Learning Partner's IT system. The Learning Partner must implement appropriate information security arrangements (which will include protection against data corruption and cyber-attack)
- Where drafts are stored in hard copy format, secure storage is defined as a securely locked cabinet or cupboard with key access restricted to authorised personnel only.

Note: The sharing of 'live', draft or past Assignments by Tutors and/ or Learning Partner staff is regarded by CILT(UK) AO as malpractice.

c) Retention of draft and live Assignments by Learners and Learning Partners

- Draft assignments provide evidence of the learning process and development of work by the Learner over time which may be relevant in the event of queries regarding the authenticity (e.g. via the use of plagiarism and/or AI detection software) and/or a Suspected Malpractice investigation
- CILT(UK) AO requires that, where draft and live assignments have been submitted, these are kept for evidence purposes until after the results have been issued to the Learner and where relevant, the outcome of Enquiry About Result (EAR) and/or Appeal applications have been issued to the Learner

d) Assignments inaccessible or irretrievable after submission to the Learning Partner or CILT(UK) AO

In the unlikely event that Learner work submitted to the Learning Partner is inaccessible or irretrievable after receipt by the Learning Partner, the Learning Partner must take all reasonable steps to locate and/or access a Learner's submitted work in its internal systems and if necessary, request a copy from the Learner.

In the unlikely event that Learner work submitted to CILT(UK) AO is inaccessible or irretrievable after receipt by the AO, CILT(UK) AO will take all reasonable steps to locate and/or access a Learner's submitted work in its internal systems. If this is unsuccessful or not possible (e.g. for technical reasons), the AO will request a copy from the Learning Partner directly or from the Learner via the Learning Partner.

Note: Where a copy of an Assignment is not available or retrievable from the Learner or Learning Partner, the Learner will be required to write and submit a new Assignment, to meet the assessment requirements of the relevant qualification specification. In the unlikely event that these circumstances arise, CILT(UK) AO's decision is final.

7. Limits of the use of Generative AI

The purpose of this section is to provide Learners with additional clarity regarding the appropriate use of AI (specifically generative artificial intelligence (AI), with the most impactful class of these being Large Language Models (LLMs)) in CILT(UK) AO assignments.

For all CILT(UK) AO assessments, Learners must only submit work which is their own. With reference to JCQs 'AI use in Assessments' policy *'this means both ensuring that the final product is [the Learner's] own words, and isn't copied or paraphrased from another source such as an AI tool, and that the content reflects their own independent work'*.

AI misuse refers to the use of an AI tool(s) by a Learner which is outside of the permitted use as outlined in this policy; AI misuse constitutes malpractice as defined in the CILT(UK) AO Malpractice policy.

To ensure Learners uphold their requirement to only submit work which is their own, the following areas (with reference to the JCQs 'AI use in assessments' policy) have been defined as AI misuse; please note, this list is not conclusive and should Learners demonstrate a use of AI in their submission which inhibits the ability for CILT(UK) AO to fairly award a qualification, this may also be defined as Malpractice in accordance with the CILT(UK) AO malpractice policy:

- Copying or Paraphrasing sections of AI generated content so that the work submitted is no longer the Learner's own (including where this is referenced)

- Copying, paraphrasing, or using AI tools to rewrite content—including a learner’s own draft notes—in a way that alters the work so that it is no longer the learner’s own original creation (even if referenced)
- Using AI to rewrite, enhance, or professionalise a learner’s own original notes/assignment to the point that the submitted work no longer represents the learner’s independent effort (including cases where such use is acknowledged or referenced),
- Copying or paraphrasing whole responses of AI-generated content (including where this is referenced)
- Using AI to complete parts of the assessment so that the work does not reflect the Learners own work, analysis evaluation or calculations (including where this is referenced)
- Using an AI tool to amend a Learners assignment to the point that the submission can no longer be considered the Learner’s own words
- Failing to acknowledge the use of AI tools when they have been used as a source of information*
- Submitting information from an AI tool which is discriminatory, harmful, offensive or intentionally biased
- Incomplete or poor acknowledgement of AI tools
- Submitting work with intentionally incomplete or misleading references or bibliographies

*Learners should be aware that AI can generate incorrect facts and citations and that they are solely responsible for ensuring the content they submit is factually correct.

Some Learners may choose to use AI tools to complete spelling, and grammar checks on their assignments prior to submitting these to CILT(UK) AO. Whilst the use of AI to complete spelling and grammar checks before submitting an assignment (such as the use of a spell check in google docs or word) is not prohibited, CILT(UK) AO prohibits the use of generative AI (LLMs such as ChatGPT, Microsoft Copilot etc.) to complete a spelling and grammar check. The use of generative AI to complete these types of checks have been found to amend the wording and/or sentiment of the Learner’s submission and could therefore result in the Learner submitting work which is no longer their own. Where it is identified that the use of an AI tool for a spelling and grammar check has resulted in the amendment of the Learner’s own work, this will be considered as malpractice in accordance with the CILT(UK) suspected malpractice policy.

For the avoidance of doubt, the only way in which the use of generative AI within an assignment is permitted by CILT(UK) AO is as a research tool; where used as a research tool Learners must follow the instructions on referencing as included in this document. This record must be held for the duration of the Learner’s enrolment to the qualification, failure to do so will be considered as malpractice in accordance with the CILT(UK) AO malpractice policy. Learners must record the following information when using an AI Tool:

- AI tool used/accessed
- Date of access
- Prompt inputted into the AI tool (this must be an exact copy of the question/command asked of the AI tool)
- Response from the AI tool (this must be an exact copy of the response provided by the AI tool)

The above information must be recorded in addition to appropriate citations being made throughout the assignment and a complete bibliography/reference list being submitted as part of the assignment in accordance with the CILT(UK) AO Assignment Instructions. Should Generative AI be used as a research tool, the above record must be included as an appendix to the Learners submitted assignment, failure to do so may result in malpractice.

8. Referencing of Assignment Sources

- Assignments must be the Learner's own original and independent work
- Learners may use source material, such as textbooks, encyclopaedias, journals, market research, statistics, published documents, TV, radio, podcasts, videos, the Internet and Generative Artificial Intelligence (AI) tools, when writing their Assignments
- However, Learners must not copy such material and claim it as their own work
- If Learners use material from a source or generated from a source which is not their own work, they must indicate the particular part/element/phrase and state where it came from, within the main text of the assignment. Learners must give detailed references even where they paraphrase the original material
- The Learner is responsible for ensuring the accuracy and authenticity of all text and references included in their work before submission
- Learners must always bear in mind that each Assignment must be their own original and independent work. An Assignment submitted that substantially consists only of material taken from one or multiple sources (whether referenced or not), is likely to be the subject of a Suspected Malpractice investigation.

Tutors and Learning Partners must ensure that Learners:

- Understand that information from all sources must be referenced;
- Receive guidance on setting out references;
- Are aware that they must not plagiarise other material.

Note: CILT(UK) AO uses Plagiarism and AI detection tools.

a) Textbooks and journals

- A direct quote or paraphrasing of a printed book or journal should show the surname of the author, the year of publication and the page number. For example: (Other, 2024, p. 57).

b) Referencing standard: Harvard

- Learners must use the Harvard standard of referencing
- The standard form for listing books in the bibliography is: Author's Surname, Initial, (Year of edition being used), '*Title in Italics*', Edition is applicable, Place of Publication: Publisher.
- For example: Other A N, 2024 *Title*, 2nd Edition, London: Publisher
- The standard form for the reference within the text is: (Author's surname, Year of edition being used, page number) e.g. (Other, 2024, p. 10).
- For consistency and to facilitate the marking process, the same referencing standard must be used throughout the text (including Appendices) and in the Bibliography

Note: References included within the Assignment main text are included in the Word Count (except for the Bibliography).

c) Internet sources

- The standard format for material taken from the internet is: Surname, Initial. (Year of publication/update if available). *'Page title in italics'*. [Online]. Available at: URL. [Accessed: Date accessed]. You do not need to reference the search engine used to locate it. If an individual author cannot be discerned, utilise the corporate author. For example: BBC. (2024). *'Family and education'*. [Online]. Available at: <https://www.bbc.co.uk/news/education> [Accessed 5 February 2024].
- Where a source (e.g. Wikipedia, Generative AI tools) uses material from other sources, the relevant content must be verified by the Learner and the original sources referenced accordingly within the assignment text and in the Bibliography before submission
- The Learner is responsible for ensuring the accuracy and authenticity of all text and references included in their work before submission.

d) Generative Artificial Intelligence (AI) sources

Where a computer-generated source has been used (such as a Generative AI tool), the reference must show the name of the AI tool used and show the date the content was generated. For example, an in-text citation would be: (Open AI Chat GPT, 2024).

As a bibliographic reference, it would be: AI Tool utilised. (Year prompt provided). AI Tool used response to prompter, day/month of communication. For example: ChatGPT. (2024). ChatGPT response to Joe Bloggs, 5 January. The full response should be supplied as an appendix.

- This includes all Generative AI tools. Indicative examples include:
 - ChatGPT
 - Claude
 - Google Gemini (previously Bard)
 - Grammarly
 - Microsoft Copilot
 - Midjourney
 - Snapchat MyAI

The above list is not intended to be definitive or exhaustive.

- Learners must retain a copy of all computer-generated content for reference and authentication purposes. They must record the prompt inputted into the AI tool as the resultant response. This record must be held for the duration of the Learners enrolment to the qualification, failure to do so will be considered as malpractice in accordance with the CILT(UK) AO malpractice policy. Learners must record the following information when using an AI Tool:
 - AI tool used/accessed
 - Date of access
 - Prompt inputted into the AI tool (this must be an exact copy of the question/command asked of the AI tool)
 - Response from the AI tool (this must be an exact copy of the response provided by the AI tool)

The above information must be recorded in addition to appropriate citations and bibliography reference in accordance with the CILT(UK) AO Assignment Instructions.

- Where a source (e.g. Wikipedia, Generative A.I. tools) uses material from other sources, the relevant content must be verified by the Learner and the original sources referenced accordingly within the assignment text and in the Bibliography before submission
- The Learner is responsible for ensuring the accuracy and authenticity of all text and references included in their work before submission.

e) Bibliography

All of the references used must be listed in the Bibliography

- This must be included at the end of the document
- The entries are listed alphabetically by author and then date
- The bibliography must also list full details of publications used to research and support writing of the assignment, even where these are not directly referred to in the text
- Examples of correct referencing for different sources has been included throughout section 12 a – d.

Note: The Bibliography is not included in the Word Count.

f) Plagiarism

Definition:

“unacknowledged copying from, or reproduction of, third party sources or incomplete referencing (including the internet and AI tools);” (Joint Council for Qualifications)

Plagiarism refers to a Learner copying work and submitting it as their own. This can involve published resources (whether in print or on the internet), AI-generated content, essays, or pieces of work previously submitted for assessments by others or manufactured artefacts. Copying can involve memorisation and reproduction of text.

It is a form of academic Malpractice which is taken very seriously.

Plagiarism can be detected in a number of ways:

- Assessors can identify changes in the style of writing and use of language
- Assessors are highly experienced subject specialists who are very familiar with work on the topic concerned and the relevant sources
- Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources and to detect changes in the grammar and style of writing or punctuation

Learners, Tutors and Learning Partners must bear in mind that each Assignment must be the Learner’s own original and independent work. An Assignment submitted that substantially consists only of material taken from one or multiple sources (whether referenced or not), is likely to be the subject of a Suspected Malpractice investigation.

g) Assignment Malpractice - Further information

Plagiarism is one form of malpractice, for further information in the context of Assignments, see *“Appendix 7: Additional guidance regarding malpractice in non-examination based assessments (e.g. Assignments and Projects)”* within the CILT(UK) AO *“Suspected Malpractice”* policy: <https://ciltuk.org.uk/AO-Policies-Procedures>.

9. Declaration of Authenticity by Learner

a) Summary

Each Assignment must include a fully completed CILT(UK) AO Declaration of Authenticity form signed by the Learner - available on our website here: <https://ciltuk.org.uk/AO-Policies-Procedures>. Learning Partners are responsible for ensuring Learners are informed of this requirement have reviewed the form prior to submission.

Learning Partners are also responsible for ensuring sufficient time is planned into their internal Assignment management processes for relevant checks to be completed, by Learners and Learning Partner Staff, to confirm referencing/formatting has been correctly completed in advance of submission by the relevant closing date.

b) Authentication by the Learner and Learning Partner

Each Learner must sign a CILT(UK) AO Declaration of Authenticity form when submitting an Assignment to their Learning Partner for submission for final assessment:

- Learner's must confirm that the work is their own and that any assistance given and/or sources used have been acknowledged
- Electronic signatures are acceptable
- Where an assignment is resubmitted a new Declaration must be provided for each submission.
- If the Learner representative is unwilling or unable to confirm the authenticity of work submitted for assessment it must not be submitted to CILT(UK) AO
- Any work submitted to CILT(UK) AO without a fully signed authentication declaration will be rejected and returned without being marked
- If Malpractice is suspected, this must be referred to the Head of Learning Partner or authorised senior representative and CILT(UK) AO immediately (see the CILT(UK) Suspected Malpractice policy: <https://ciltuk.org.uk/AO-Policies-Procedures>).

c) Word Count declaration

- The Word Count stated for the Assignment on the form must accurately reflect the Word Count of the Assignment text sent to CILT(UK) AO.

d) Assignments received by CILT(UK) AO without a Declaration of Authenticity form

- An Assignment received without a Declaration of Authenticity form will be rejected and will be returned to the Learning Partner without being marked.

e) Assignments received by CILT(UK) AO with incomplete Declaration of Authenticity forms

- An Assignment received with an incomplete Declaration of Authenticity form will be rejected and will be returned to the Learning Partner without being marked.

10. Assignment Submission

a) Preparation in advance of submission

All submissions must meet the Assignment Formatting requirements set out in the assignment brief.

Each Assignment must include a fully completed CILT(UK) AO Declaration of Authenticity form signed by the Learner (available here: <https://ciltuk.org.uk/AO-Policies-Procedures>). For further information see [Section 9: Declaration of Authenticity](#)

The Learning Partner is responsible for ensuring Learner Assignments are submitted to CILT(UK) AO by the relevant submission window closing date

The current CILT(UK) AO timetable is available here, see 'Institute Assessed Timetable': <https://ciltuk.org.uk/Learning-Partner-Resources>

If necessary, the Learning Partner should contact the AO for further information in a timely manner before the relevant submission window opens: ao@ciltuk.org.uk

b) Method of submission

The Learning Partner is responsible for ensuring Learner Assignments are submitted to by CILT(UK) AO by the relevant submission window closing date

All Assignments must be submitted electronically by the Learning Partner to CILT(UK) AO as specified by CILT(UK) AO for each qualification.

Note: CILT(UK) AO does not accept hard copy submissions.

The submission method for each qualification is communicated to the Learning Partner at the accreditation stage with further training and instructions provided by CILT(UK) AO.

Any Assignments received by a different method to that specified will be returned without being marked and must be re-submitted via the correct route, unless otherwise specified by CILT(UK) AO (e.g. in the event of technical issues)

CILT(UK) AO does not accept submissions directly from Learners or Tutors. These will be returned without being marked.

Where a Learning Partner experiences technical or other issues when making Assignment submissions they must contact CILT(UK) AO immediately at: ao@ciltuk.org.uk

c) Late and incomplete submissions

Assignments submitted outside a CILT(UK) AO timetabled submission window (e.g. after a submission window closing date) will not be accepted and will be returned to the Learning Partner without being marked. The Assignment can be submitted when the next submission window opens. This includes where a Learner is required to produce multiple assignments for the same unit.

The current CILT(UK) AO timetable is available here, see 'Institute Assessed Timetable': <https://ciltuk.org.uk/Learning-Partner-Resources>.

11. Assignment Marking

Assignments submitted for units in regulated CILT(UK) qualifications are marked by qualified external assessors appointed by CILT(UK) AO.

12. Assignment Results

Result release dates for each Assignment submission window are stated in the relevant CILT(UK) AO qualification timetable. The current CILT(UK) AO timetable is available here, see 'Institute Assessed Timetable': <https://ciltuk.org.uk/Learning-Partner-Resources>

Where multiple assignments are required to meet unit requirements, results are issued per Assignment until all relevant Assignments have met the Pass standard. The unit is then achieved and graded as a Pass. The pass standard for each assignment is set out in the relevant qualification specification available here: <https://ciltuk.org.uk/Qualifications-Original/Qualifications-we-offer/Regulated-Qualifications>

13. Assignment Feedback

Where an Assignment does not meet the required standard, CILT(UK) AO will include an Assignment feedback form with the Learner's result outlining where marks were awarded and suggested areas for improvement for each Assignment.

The Learning Partner must discuss the feedback with the Learner to assist the Learner in preparing an updated version of the Assignment(s) for re-submission.

14. Assignments Resubmissions

Where a resubmission of an Assignment is required, a Learner may submit a new Assignment or an amended version of the relevant Assignment they previously submitted, unless specifically prohibited by the AO's specification or where the task set by the AO changes on a regular basis.

Note: Where resubmission is required following a suspected malpractice investigation that has resulted in a void result, Learners must submit a new assignment.

If in doubt, Learners and Learning Partners must check the qualification specification and/or with the AO for qualification specific guidance: ao@ciltuk.org.uk.

All submitted assignments, *including resubmissions*, are subject to the same requirements set out in the relevant qualification specification and this document, including the requirement for a fully completed and signed Declaration of Authenticity to be included (See [Section 9: Declaration of Authenticity](#)).

It is for the Learner and the Learning Partner to ensure that submissions are made in good time before the end of the Learner's enrolment period. The current CILT(UK) AO timetable is available here, see 'Institute Assessed Timetable': <https://ciltuk.org.uk/Learning-Partner-Resources>.

15. Further information

If in doubt or circumstances arise which are not covered by these instructions, a Learner should contact their Learning Partner in the first instance. The Learning Partner can then contact CILT(UK) AO for advice if necessary via: ao@ciltuk.org.uk

16. References

- CCEA Regulation, 2023 “General Conditions of Recognition (January 2023)”
- Joint Council for Qualifications, 2023 “Instructions for Conducting Coursework 1 September 2023 to 31 August 2024 (Revision 1, December 2023)”
- Joint Council for Qualifications, 2023 “Instructions for conducting non-examination assessments 1 September 2023 to 31 August 2024 (Revision 1, December 2023)”
- Joint Council for Qualifications, 2023 “Information for candidates: Using social media and examinations/assessments (April 2023)”
- Joint Council for Qualifications, 2023 “Suspected Malpractice Policies and Procedures (1 September 2023 to 31 August 2024)”
- Joint Council for Qualifications, 2024 “AI Use in Assessments: Protecting the Integrity of Qualifications (Revision 1, February 2024)”
- Office of Qualifications and Examinations Regulation, 2023 “Artificial Intelligence (May 2023)”
- Office of Qualifications and Examinations Regulation, 2023 “Ofqual Handbook: General Conditions of Recognition (September 2023)”
- Qualifications and Curriculum Authority, 2006 “NVQ Code of Practice - Revised”
- Qualifications Wales, 2023 “Standard Conditions of Recognition (December 2023)”
- Turnitin, 2023 “Updating your academic integrity policy in the age of AI (February 2023)”
- Turnitin, 2024, “Turnitin’s AI Writing Detection Model Architecture and Testing Protocol” (August 2024)
- Oxford Learners Dictionaries [Online]. Available at: https://www.oxfordlearnersdictionaries.com/definition/english/large-language-model#google_vignette. [Accessed: Date 25 March 2026]

17. Glossary of terms

Assessor

A person who undertakes marking or the review of marking. This involves using a particular set of criteria to make judgements as to the level of attainment a Learner has demonstrated in an assessment.

Assessment

The process of making judgements about the extent to which a Learner’s work meets the assessment criteria for a qualification or unit, or part of a unit.

Authentication

Confirmation that work has been produced by the Learner who is putting it forward for assessment, and where applicable that it has been produced under the required conditions.

Awarding Organisation

An organisation or consortium that awards qualifications. To be eligible to award regulated qualifications, awarding organisations must meet the requirements of the regulatory authorities.

Coursework (Assignment)

Written or practical work done by a student during a course of study, usually assessed in order to count towards a final mark or grade.

Generative Artificial Intelligence (AI)

Generative AI is a broad label that's used to describe any type of artificial intelligence that uses learning algorithms to create new digital images, video, audio, text or code (also referred in this document as 'AI')

Immediate Guidance or Supervision

The guidance or supervision provided to a Learner by a lecturer, supervisor, tutor or other appropriate provider of education or training –

- (a) with the simultaneous physical presence of the Learner and that person, or*
- (b) remotely by means of simultaneous electronic communication.*

For these purposes, the activity of Invigilation is to be regarded as a form of guidance or supervision.

Learner

A person who is registered to take a qualification and to be assessed as part of that qualification.

Learning Partner (Centre)

An organisation undertaking the delivery of an assessment (and potentially other activities) to Learners on behalf of an awarding organisation. Learning Partners are typically educational institutions, training providers, or employers.

Large Language Model (LLM)

a computer program that uses very large collections of language data in order to understand and produce text in a way that is similar to the way humans do (Oxford Learners Dictionaries, 2026)

Malpractice

'Malpractice' and 'maladministration' are related concepts, the common theme of which is that they involve a failure to follow the rules of an examination or assessment. This policy and procedure uses the word 'malpractice' to cover both 'malpractice' and 'maladministration' and it means any act, default or practice which is:

- a breach of the Regulations; and/or*
- a breach of awarding body requirements regarding how a qualification should be delivered; and/or*
- a failure to follow established procedures in relation to a qualification; which:*
- gives rise to prejudice to Learners; and/or*

- *compromises public confidence in qualifications; and/or*
- *compromises, attempts to compromise or may compromise the process of assessment, the integrity of any qualification or the validity of a result or certificate; and/or*
- *damages the authority, reputation or credibility of any awarding body or Centre or any officer, employee or agent of any awarding body or Centre.*

Qualification

An award made by an awarding body for demonstration of achievement or competence. To be eligible to award regulated qualifications, awarding organisations must meet the requirements of the regulatory authorities.

Regulatory authorities

Government-designated statutory organisations required to establish national standards for qualifications and secure consistent compliance with them.

Teacher (or Tutor)

A person who prepares any Learner, or any person likely to become a Learner, for assessment for a qualification and who does so –

(a) as a lecturer, supervisor, tutor or other appropriate provider of education or training, or

(b) in circumstances in which that preparation takes place primarily at

home. <https://www.gov.uk/guidance/ofqual-handbook/section-j-interpretation-and-definitions>