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)

Published by: The Chartered Institute of Logistics and Transport in the UK

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Contents

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.

The Head of Learning Partner is responsible to CILT(UK) AO for ensuring that all Assignments are managed in accordance with these instructions by 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 existing Learners enrolled on specified CILT(UK) AO Institute-assessed qualifications that include Assignment-based assessment (see 2. Scope)

- New Learners enrolling on the specified CILT(UK) Institute-assessed qualifications with Assignment-based assessments, before the course of study for the relevant CILT(UK) AO qualification begins

- Existing tutors supervising or likely to be supervising Assignment-based assessments for relevant CILT(UK) AO Institute-assessed qualifications

- New Tutors supervising Assignment-based assessments before they begin teaching the relevant CILT(UK) Institute-assessed qualification

- 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

- All modes of study for these qualifications

For specification information: https://ciltuk.org.uk/Qualifications-Original/Qualifications-we-offer/Regulated-Qualifications

The relevant 'Institute Assessed Timetable' for submissions is available here: https://ciltuk.org.uk/Learning-Partner-Resources

For information regarding CILT(UK) examination-based assessments see "Examination Instructions': https://ciltuk.org.uk/AO-Policies-Procedures.

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.   Rationale for Assignment-based Assessment

CILT(UK) AO offers Vocationally-Related Qualifications (VRQs) for the logistics, transport and supply chain sectors, designed for users operating in the workplace.

Assignment and project-based assessment is designed to assess Learners' skills, knowledge and understanding that may not be as readily assessed by timed examinations. For example:

- Application of knowledge and understanding

- Cognitive abilities and/or practical competences

- Problem-solving and analytical skills

- Research skills, planning and task/time management

- Report-writing skills based on workplace scenarios

- Summarising of relevant key information for management review.

The learning process and the development of knowledge, understanding and skills as part of the course of study is essential to successful completion of CILT(UK) assessments and achievement of a regulated vocational qualification, which is designed to be used in the workplace.

5.   Assignment Briefs

CILT(UK) AO provides Learning Partners offering qualifications assessed by Assignment, with the Assignment question for each unit. Each question may consist of multiple tasks.

After the Learner has registered for a unit assessed or partly assessed by an Assignment, the Learning Partner provides the Learner with the Assignment brief relevant to that unit.

- Learners must refer to the relevant CILT(UK) Assignment Brief and qualification specification when preparing their Assignments

- Qualifications specifications are available here: https://ciltuk.org.uk/Qualifications-Original/Qualifications-we-offer/Regulated-Qualifications

- The Learning Partner should ensure that Learners are clear about the assessment criteria which they are expected to meet in their Assignments. Specifications elaborate on the assessment criteria by providing indicative content

- However, Learners may require some further explanation or interpretation before they fully understand the nature of the skills which they are expected to demonstrate

- Any explanation or interpretation given by teaching staff must be general. For further information, see Section 8. Limits of advice and guidance by Tutors (and Learning Partners)

- The Learner and the Learning Partner are both responsible for ensuring the correct Assignment is being undertaken for the correct qualification. If in doubt, please contact CILT(UK) AO as soon as possible at: ao@ciltuk.org.uk.

6.   Lead time for preparing assignments

- CILT(UK) AO recommends that Learners have completed the course of the study for the relevant qualification content area(s) or unit(s) before commencing drafting of the relevant assignment

- Learning Partners are expected to ensure that Learners have sufficient and appropriate lead time to draft, revise and complete the assignment, before the relevant CILT(UK) AO Assignment submission window opens

- Lead time may vary depending on the qualification and assignment requirements, the individual Learner and mode of study

- The Learning Partner and/or Tutor is expected to discuss this with each Learner before they commence drafting an assignment(s) and agree an appropriate CILT(UK) AO Assignment submission window, taking into consideration:

  o   The Assignment Brief(s) (where available) and unit / qualification specification

  o   The start date, end date and length of the qualification enrolment period

  o   The dates and number of submission windows available during that period

  o   The level of the qualification and the number of assignments required.

- The current CILT(UK) AO timetable is available here: https://ciltuk.org.uk/Learning-Partner-Resources

7.   Tutor and Learning Partner supervision of Assignment preparation

a) Assignment drafting and Tutor review

- 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

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. For further information, see Section 8. Limits of advice and guidance by Tutors (and Learning Partners)

- 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 (see Section 13. Declaration of Authenticity by Learner).

8.   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

- 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

- For limits on the advice that Third Parties can provide, see: Section 9. Limits of advice and guidance by Third Parties (other than the Learner's Tutor).

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. A Tutor or Learning Partner representative adding, amending or removing any material to or from a Learner's Assignment will be regarded as malpractice.

9.   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

- For limits on the advice that Tutors can provide, see: Section 8. Limits of advice and guidance by Tutors.

10.   Retention and security of draft Assignments by Learners and Learning Partners

a) Storage and security of draft Assignments by Learners

- Learners must keep Assignments secure and confidential during and after preparation and submission

- Work must not be shared in person or remotely (e.g. via email, screen sharing, online or social media) with the intention of allowing others to use, part or all the assignment content, for future submissions.

- Also see: [Section 9. Limits of advice and guidance by Third Parties (other than the Learner's Tutor)](#).

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 Assignments by Learning Partners

- 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 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 detection software) and/or a Suspected Malpractice investigation

- CILT(UK) AO recommends that, where draft assignments have been submitted, these are kept for evidence purposes until after the results have been issued to the Learner <u>and</u> where relevant, the outcome of Enquiry About Result (EAR) and/or Appeal applications have been issued to the Learner

- Also see: [Section 14. Requirement for Learners and Learning Partners to retain copies of submitted Assignments](#).

11.   Assignment Formatting and Presentation

- All Assignments submitted for assessment must be the Learner's own independent and original work.

a) Document format

- Assignments must include a title, a bibliography and, where relevant, a table of contents

- Permitted file formats: Microsoft Word or Portable Document Format (PDF) only.

- Document format

  - **Page type:** A4
  - **Font Colour:** Black
  - **Font Name:** Arial
  - **Font size**: 12

- o **Line spacing:** 1.5
- o **Margins including Header and Footer:** Normal

Note: Assignments submitted that do not meet CILT(UK) AO formatting requirements will be returned to the Learning Partner without being marked.

b) Referencing of sources

See 12. Referencing of Assignment sources

c) Word Count

- The Word Count is stated in the relevant CILT(UK) AO Assignment Brief

- The Contents Page and the Bibliography is not included in the word count, unless otherwise stated

- Where Footnotes are used, these <u>are</u> included in the word count

- Where appendices are permitted, (such as tables of statistics, diagrams, graphs, illustrations, photographs, maps, etc.) this material will only be given credit if it is pertinent to the work and is referred to in the main text.

- Each table, diagram, graph, map, etc. used must be pasted into the Word Document as a picture file and will not form part of the Word Count

- Tables, graphs included that are not in picture file form will be included in the Word Count

- Adding additional text (e.g. continuing the main text) in the Appendices or as part of a table, diagram or picture is not permitted

- The Word Count is based on the Word Count functionality relevant to the file submission format (Microsoft Word or Adobe Acrobat / other PDF Reader)

- The Learner is responsible for ensuring the Assignment meets the word limit stated in the Assignment brief, before submitting their work for assessment.

- The accurate Word Count must be stated on the Assignment declaration of Authenticity form.

Note: Assignments submitted that do not meet CILT(UK) AO formatting and word count requirements will be returned to the Learning Partner without being marked.

d) Quality of Language / written communication

- CILT(UK) AO Assignments test skills such as evidence-based research, critical thinking and report writing for use in the workplace

- Learners are expected to be aware of the need to use clear, concise and professional language, communication and presentation in their Assignments as would be required in the workplace

- Specifications will state whether quality of language will be assessed

- Clarity of language also facilitates the review of draft Assignments by Tutors and marking by Assessors of Assignments submitted to CILT(UK) AO.

12.   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 <u>not</u> 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 <u>must</u> 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 <u>are</u> 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 computer-generated content has been used (such as a Generative AI tool), the reference must show the name of the AI tool used and should 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: Bard. (2024). Bard 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

- 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 <u>not</u> 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.

13. 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.

14. Requirement for Learners and Learning Partners to retain copies of submitted Assignments

a) Retention of electronic copies of submitted and draft work

- 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.

- CILT(UK) AO also recommends that Learners and Learning Partners retain all drafts submitted by the Learner to the Tutor (see Section 10. Retention and security of draft Assignments by Learners and Learning Partners, for the same period of time as for final submitted versions.

- The Learner and/or Learning Partner will find these retained copies useful in the event of:
    o resubmission being required
    o the copy submitted does not meet file / formatting requirements and / or is inaccessible or irretrievable (e.g. for technical reasons)
    o a Suspected Malpractice investigation

- See also b) and c) in this section

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

b) 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.

15.   Assignment Submission

a) Preparation in advance of submission

All submissions must meet the Assignment Formatting requirements set out in: Section 11. Assignment Formatting and Presentation

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 13: 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 <u>not</u> 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 <u>not</u> 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 <u>not</u> 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.

16.   Assignment Marking

Institute-assessed qualifications are assessed by CILT(UK) AO, marked by qualified external assessors appointed by CILT(UK) AO.

17.   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

18.   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.

Note: CILT(UK) AO does not issue feedback for Assignments meeting the Pass standard.

19.   Enquiry About Result (EAR)

If following discussion of feedback with the Learning Partner, a Learner believes the result of an assessment does not match their reasonable expectations, they have the option of contacting their Learning Partner to submit an Enquiry About Result (EAR) application to CILT(UK) AO.

It is the responsibility of the Learning Partner to ensure that EAR applications are made to CILT(UK) AO within timescales specified in the policy after the Results Issue Date.

For further information see the current version of the EAR policy, available here: https://ciltuk.org.uk/AO-Policies-Procedures.

20.   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.

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 13: 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.

21.   Assignment submissions near the end of an enrolment period

Submission window dates are available in the current CILT(UK) AO timetable, available here, see 'Institute Assessed Timetable': https://ciltuk.org.uk/Learning-Partner-Resources

a) Active qualifications (open to new Learners)

Where an Assignment submission window is close to a Learner's enrolment end date, an Assignment submission will be accepted by CILT(UK) AO until the last day of the Learner's enrolment, providing the learner's enrolment is still active on the date that the relevant Assignment submission window closes. A list of qualifications open to new learners is available here: https://ciltuk.org.uk/Qualifications-Original/Qualifications-we-offer/Qualification-Withdrawal.

b) Withdrawn qualifications (closed to new Learners)

The exception to a) is where a qualification is being withdrawn by CILT(UK) AO. To meet regulatory requirements, regulated Awarding Organisations are not permitted to issue certificates for a withdrawn qualification after the Certification End Date approved by the qualification regulators.

CILT(UK) AO informs Learning Partners offering the relevant qualification in advance of withdrawal and of the timetable agreed with the qualification regulators.

It is for the Learning Partner to ensure that Learners remaining on a withdrawn qualification are made aware of these arrangements so submissions can be made within a submission window with sufficient notice so certificates can be issued before the Certification End Date.

The Certification End for each withdrawn qualification is communicated to Learning Partners by CILT(UK) AO at the time the qualification withdrawal was confirmed. A list of the relevant qualifications and dates is available here: https://ciltuk.org.uk/Qualifications-Original/Qualifications-we-offer/Qualification-Withdrawal.

22.   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

23.   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)"*

24. 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.

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.