



CAMBRIDGE MANAGEMENT AND LEADERSHIP SCHOOL

Assignment Submission Guidelines and Marking

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Cambridge Management and Leadership School ensures that assessors within the school are occupationally competent and hold relevant qualifications and/or work experience in the relevant sector to assess students' work according to the grading criteria.

Policy Statement

- The overall grading of the qualification depends on the qualification specification grading structure specified by the awarding body.
- In order to achieve 'Pass' in the unit, the learner must:-
 - Includes all elements of providing evidence (see next page) to meet learning outcomes of the unit;
 - Provide sufficient evidence to satisfy the achievement of all tasks (and assessment criteria).
 - Learner must include a candidate authentication form as a first page of their assignment before submission.
- Where a learner has passed the unit, it means he/she has achieved the level, and this will indicate the achievement of those of the unit's learning outcomes being assessed, measured against the assessment criteria.
- Final qualification grade will demonstrate that the learner has achieved required credits within the rules of combination to pass units and it will be appeared on the learner's certificate.

Our expectation from Students to before assignment submission

At Cambridge Management and Leadership School, we expect learners to write assignment based on different tasks, assignment topic or assessment criteria. It depends on the Assignment brief. Your assignment should include ALL following elements in order to pass the unit.

- 1. Research**
- 2. Focus of Assignment and Achieving Learning Outcomes**
- 3. Use of Literature**
- 4. Subject Knowledge and Understanding**
- 5. Analysis, Argument and Reflection**
- 6. Clarity of Expression and Academic Style**
- 7. Integration of Theory and Practice**
- 8. Organisation and Presentation**
- 9. Personal and Professional development**

Research

You must have a good research on the topic to ensure that your assignment has a good reference list and in-text citing of external authors, books, online websites, and journals etc.

Focus of Assignment and Achieving Learning Outcomes

Work on the assignment topic, Tasks (all assessment criteria ACs if given in the assignment brief) and you must ensure that your focus is clear to meet the learning outcome of such assignment.

Use of Literature

You must make sure that use of literatures from the creditable sources with references; bibliography and references are placed in appropriate format to support evidences.

Subject Knowledge and Understanding

Your assessor will mark your assignment and pass you only if you will have a good understanding the task/subject knowledge, understanding and underlying principles.

Analysis, Argument and Reflection

If you are asked to analyse, then you must support your analysis with pertinent evidence. The argument should be detailed, perceptive and sophisticated. Conclusions should be reflective, subtle and thought provoking. There must be evidence of originality in your assignment.

Clarity of Expression and Academic Style

Make sure you use appropriate Academic writing skills, language and expressions in your assignment.

Integration of Theory and Practice

Cambridge Management and Leadership School prefer students to use their current or past experiences in their assignment to make your work more realistic. Therefore, you must ensure that the relationship between theory and practices is integrated, informed and presentation of work is appropriate to meet all learning objectives of the unit/module.

Organisation and Presentation

Make sure your assignment work is organised and presented in an academically and convincing style.

Personal and Professional development

All of our qualifications include elements of personal and professional development. You must ensure that your work reflect your reflection, planning, self-direction, subject engagement and commitment.

Support

You can visit our web for live chat – <https://www.cmls.org.uk> **OR** contact us on info@cmls.org.uk