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**CMP EXAM FRONT SHEET**

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| **Candidates Membership or Contact Reference Number:** |  |
| **Module:** CBE, MAN, HSW or CT |  |
| **Question Answered:** Q1 or Q2 |  |
| **Word Count: between 1,500 – 2,000 words (with a leeway of 10%)**  This is for your main answer and does not include appendices or attachments, labels for drawings or tables. If the main answer requires a chart such as a Risk Assessment, Method Statement, or Programme, then it will not form part of the word count. The chart will be marked as part of your answer. When using a chart, you MUST also provide a narrative explaining your reasoning behind it. Please refer to the Exam Guidance Notes document on Moodle |  |
| **Turnitin similarity score:**  You must upload you work to Turnitin first and add the similarity percentage onto this front sheet |  |

**Plagiarism**

CIOB uses plagiarism-detection software (Turnitin).

**Exam submissions**

It is important that all work submitted for assessment is the learner’s own work and any outside sources included in the work must be accurately referenced. Failure to reference outside sources within the exam could result in reduced marks. Any Turnitin similarity scores between 20% - 29% will be subject to academic judgement and over 30% will not be marked.

**What is Plagiarism?**

Plagiarism is the incorporation in an assignment of material derived from the work (published or unpublished) of another, by unacknowledged quotation or by paraphrased imitation, and therefore presented as the student’s original work. Plagiarised material can come from textbooks, journals, lecture notes, another person’s assignment or material accessible electronically, for example from web pages. The act of plagiarism is deemed to be malpractice and is covered in the Chartered Membership Programme Candidate Handbook.

**Examples of plagiarism include:**

* Inclusion in a learner’s work of a single phrase from another person’s work without the use of quotation marks or acknowledgement of the source
* Summarising another person’s work by simply changing words or altering the order of presentation, without acknowledgement of the source
* Copying work from another learner, with or without their consent or agreement. If work is copied with the consent of another learner both parties will be deemed to be guilty of malpractice.