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Institute

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## Guide for Trainers of CII Coursework and the Coursework Element of Mixed assessment

### **Avoid Collusion**

#### Definition of collusion

Collusion: “submitting work that is done jointly by you and by others is collusion” (Carroll, J. 2002, p44).

The CII does not permit any working with others in the researching, construction, writing, editing or review of coursework or mixed assessment assignment answers at any time, even after they have been submitted and/or marked.

#### Study vs Assessment

We acknowledge that candidates may undertake joint **study** with colleagues or as part of a formal training programme.

However, working with another person to write, research, construct, edit or review assignment answers is not acceptable. Candidate answers must be their own and in their own words. Under no circumstances should candidates allow another individual access to any of their assignment answers.

Please be aware that the originality of an assignment answer can affect the marks awarded for a coursework or mixed assessment coursework assignment.



### Guidance for trainers

#### Do

- 1) Teach content, learning outcomes and assessment criteria.
- 2) Teach techniques.
- 3) Teach referencing.
- 4) Answer general questions on the above.
- 5) Use the exemplar materials, including exemplar assignment questions and answers.
- 6) Emphasise that candidates **must** download their own assignment questions and answer templates from their RevisionMate account.
- 7) Note that more than one assignment question may be live at the same time for the same unit.

#### Do NOT

- 1) Teach using any real assignment questions, past or current, or answers to these questions.
- 2) Engage in discussions on or answer questions on any real assignment questions, past or current, or candidates' answers to those questions.
- 3) Assist candidates in answering any real assignment questions, past or present.
- 4) Review, edit, or provide feedback on candidates' answers to real assignment questions, past or present, even after assignments have been submitted and/or marked.

### References

Carroll, J. (2002), A Handbook for Deterring Plagiarism in Higher Education, Oxford. OCSLD.