

## **RULES RELATING TO AUTHENTICITY OF WORK IN CII ASSESSMENTS**

These rules apply to all CII units assessed by: coursework; mixed assessment; continuous assessment; and in respect of Fellowship submissions. The purpose of the rules is to ensure that candidates submit their own work.

**Failure to comply with the following rules will result in:**

- a) Your assignments being withdrawn where there are high matches to published sources such as CII study texts; and/or**
- b) Disciplinary action being taken against you. Where disciplinary action is taken your name and employer will be published.**

By submitting assignments or dissertations, you agree to comply with these rules.

1. The work you submit must be your own and be in your own words.
2. You must not copy or amend work from another source including another person or the study text or any other supporting material.
3. Your assignment or dissertation must not include content which another person has dictated to you.
4. Where you draw on other work, you must fully reference it – the guidelines for the unit you are taking will provide guidance on referencing correctly.
5. You must not work with another person to write an assignment or dissertation.
6. Another person must not write your assignment for you.
7. You must not write an assignment or dissertation for another person.
8. You must not provide, or provide access to, your assignment or dissertation or any part of your assignment or dissertation, including tutor/examiner feedback, to anyone other than the CII. You must not access another candidate's assignment or dissertation.
9. You must not be involved in any other dishonourable or unprofessional conduct relating to the completion and submission of your assignments or dissertation.

## **Important Notes**

1. Writing of assignment responses must be done individually without collaboration of any kind.
2. Candidates must take care to appropriately safeguard their work. Assignments saved on servers provided by your employer must be password protected with a complex password known only to you.
3. All assignments and dissertations will be subject to plagiarism detection software checks.
4. The CII reserves the right to contact candidates following submission of their assignments to verify their identity and ensure that the assignment has been written by that candidate. You must participate and cooperate with any interview or investigation to establish your identity and/or the authenticity of your work.
5. Where a breach of the above rules is suspected by the CII it will be fully investigated.
6. Where the CII has grounds to suspect a breach of the above rules, your identity and relevant evidence relating to you may be shared with other candidates and/or your employer to ensure a fair and thorough investigation.
7. Guidance on plagiarism and referencing can be found in the guidelines relevant to the assessment module you are completing.
8. Details on the CII's disciplinary regulations and procedures rules as well as the indicative sanctions guidance can be found at [www.cii.co.uk/about/professional-standards/disciplinary-and-appeals-decisions](http://www.cii.co.uk/about/professional-standards/disciplinary-and-appeals-decisions).
9. Sanctions will be imposed on candidates found to be in breach of the Authenticity Rules. Sanctions applied in previous cases can be seen at [www.cii.co.uk/about/professional-standards/disciplinary-and-appeals-decisions/breaches-of-examination-and-or-assessment-regulations/](http://www.cii.co.uk/about/professional-standards/disciplinary-and-appeals-decisions/breaches-of-examination-and-or-assessment-regulations/).
10. The names of candidates, along with their employers, found to be in breach of these rules are also published on the CII website and in the CII Journal and Personal Finance Professional.