Rules relating to authenticity of work in CII assessments

Assessments taken with the CII should only contain original material, which is unique to each learner, and clearly referenced sourced content. Where there are matches to another person's work, or where there is unreferenced sourced content - such as high matches to CII study texts or websites - then disciplinary action may be taken against you.

You must not use AI tools to generate content (any part of an assignment response, question response or essay) and submit it as if it was your own work. Where AI-generated content is submitted as your own work, disciplinary action may be taken against you.

> **IMPORTANT:**
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> **Disciplinary action may result in:**
> 1. Your assessment being withdrawn.
> 2. Exclusion from future assessment for a period of time.
> 3. Your name and/or employer's name being published if a sanction is imposed.

Details of the disciplinary process can be found on our website.

By submitting assignments, dissertations, or any form of CII assessment 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 artificial intelligence or the study text or any other supporting material.
3. Your assessment must not include content which another person or artificial intelligence 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 or artificial intelligence to write any assessment.
6. Another person or artificial intelligence must not write your assessment for you.
7. You must not write an assessment for another person.
8. You must not provide, or provide access to, your assessment, or any part of it, including tutor/examiner feedback, to anyone other than the CII except to a proof-reader in order for them to proof-read for accuracy in grammar, spelling and punctuation. There are restrictions on who may be a proof-reader and there are rules on the evidence you need to keep and what the proof-reader can give guidance on, these are detailed in the assessment rules and policies.
9. You must not access another learner's assessment except when you have been asked to act as a proof-reader in order to proof-read for accuracy in grammar, spelling and punctuation. There are restrictions on who may be a proof-reader and there are rules on the evidence you need to keep and what the proof-reader can give guidance on, these are detailed in the assessment rules and policies.
10. You must not be involved in any other dishonourable or unprofessional conduct relating to the completion and submission of your assignment, dissertation, or any other form of assessment.

Important notes

1. Writing of assessments must be done individually without collaboration of any kind.

2. Learners must take care to appropriately safeguard their work. Assessments saved on servers or drives provided by your employer must be password protected with a complex password known only to you.

3. All assessments will be subject to plagiarism detection software checks.

4. The CII may contact learners, following submission of their assessment, to verify their identity and ensure that it has been written by that learner. You must participate and cooperate with any interview or investigation to establish your identity and/or the authenticity of your work. In the rare instance that the interviewer is not satisfied that you have demonstrated your understanding of your own assignment, then supplemental assessment work may be required before a grade can be awarded.

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 learners and/or your employer to ensure a fair and thorough investigation.

7. You may be required to redraft and resubmit your assessment.

8. You should also note that in some cases where a breach of the assessment rules is suspected, it is possible that the evidence may be inconclusive, and the instigator of the breach cannot be determined. If such a suspected beach involves your work, the CII will be unable to accept your work or issue your results in order to protect the integrity of the qualification. In these cases you will be asked to re-draft and resubmit your assignment.

9. Guidance on plagiarism and referencing can be found in the guidelines relevant to the assessment module you are completing.

10. Details of the CII's disciplinary process and sanctions can be found on our website.

11. Sanctions will be imposed on learners found to be in breach of the Authenticity Rules. Sanctions applied in previous cases can be seen on the CII website and in the CII Journal and Personal Finance Professional.

12. The names of learners, 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.