



## Advanced Certificate in Market & Social Research Practice

### Integrated Assignment Coversheet

You are required to present 2 hard copies of the assignment in its final form for formal assessment. Both copies must include this *Cover Sheet* – fully completed.

\*Prior to submitting your assignment for assessment please ensure you have adhered to the following key elements within your assignment:

**✓ To confirm**

- |  |   |
|--|---|
| <input type="checkbox"/> Signed Candidate Declaration of Authenticity              | <input type="checkbox"/> Assignment within the 3,500 word limit     |
| <input type="checkbox"/> Word count included at the end of the assignment          | <input type="checkbox"/> Assignment includes a Brief & Proposal     |
| <input type="checkbox"/> IA secured with a staple in the top left hand corner only | <input type="checkbox"/> All requested info on coversheet completed |

\*If any of the above key elements are not included, the assessor will return your assignment to you un-marked for you to make the relevant adjustment. This may mean that you will miss the assessment deadline and have to re-submit your IA in a later assessment round.

**Candidate Name:**

**Candidate Number:**

**Centre Name:**

**Title of Assignment:**

**Date sat/sitting the Examination element of the MRS Advanced Certificate in Market & Social Research Practice:**

**Date assignment submitted:**

**Name of Tutor/Assessor:**

**PTO**

**Has This IA Been Submitted In A Previous Assessment Round:** Yes/No

**If 'Yes' Please Give The Previous Date It Was Submitted:**

Candidates re-submitting an Integrated Assignment for assessment following Examiner Feedback are reminded that, although specific areas may be highlighted for improvement, changes made in one section may necessitate changes to other sections. Care should be taken to ensure that amended assignments acknowledge the inter-relationship of the various sections within the assignment.

**Individual or Team Effort**

Accounts of group research projects can form the basis for integrated assignments. However **each individual Advanced Certificate candidate is required to submit their own written account of the project** in the form of an Integrated Assignment. In cases where projects are based on team efforts, the individual's contribution to the project should be clearly set out below. Please confirm if your assignment is based on a team effort. If so, please detail other members of the team.

**Team members:**

**Your individual contribution:**

**Declaration of Authenticity**

Plagiarism is the use of another author's thoughts and ideas and presenting them as your own. This is not acceptable practice, nor is using the work of another student. MRS reserves the right to expel candidates from the Advanced Certificate should plagiarism be proven.

I declare that the attached assignment is all my own work or that of a joint team effort in which my contribution is clearly identified. I understand that proven cases of plagiarism and/or collusion may lead to the disqualification of candidates from the MRS Advanced Certificate Qualification.

**Signature:**

**Date:**

**Non-compliance**

Integrated Assignments which do not meet published MRS assessment requirements on ie. format, length and layout will not be marked and will be recorded as 'Non-Compliant'. Candidates will be offered the opportunity to re-submit their adjusted Integrated Assignment in the next assessment round. **Please note that candidates will not receive their examination result until their Integrated Assignment has been submitted and marked.**

**Extensions**

Extensions may be granted by MRS if a valid reason prevents your Integrated Assignment being submitted on time. You must supply written evidence of illness or other mitigating circumstances in order to be granted an extension. Extensions must be negotiated at least 7 days in advance of the submission date.

**Late Submission of an Integrated Assignment**

Integrated Assignments received after the submission deadline without an agreed extension will be not be marked. Candidates who submit late assignments will be offered the opportunity to re-submit their Integrated Assignment in the next assessment round. **Please note that candidates will not receive their examination result until their Integrated Assignment has been submitted and marked.**

**Confidentiality**

MRS recognises that some IAs may be based on sensitive, real-life projects. Therefore, Integrated Assignments will be treated with confidentiality if required. Confidential assignments will be read only by the appointed assessors, appointed moderators and approved members of MRS staff and will not be selected for use in training and standardisation\*.

If you wish for your IA to be treated confidentially you are required to include a covering letter with your assignment outlining the reasons why your IA must remain confidential.

**PLEASE NOTE:** All Integrated Assignments are retained at the MRS for a period of 3 years following submission.

*\* Permission will be obtained from individual candidates before their IA is used for training & standardisation. Once permission has been granted from the candidate the IA is anonymised and returned to the candidate for approval prior to use.*