



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**

- Signed Candidate Declaration of Authenticity
- Assignment within the 4,000 word limit
- Word count included at the end of the assignment
- Assignment includes a Brief & Proposal
- IA secured with a staple in the top left hand corner only
- All requested info on coversheet completed

*If any of the above key elements are not included, the assessor will return your assignment to you unmarked 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:

Date assignment submitted:

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.

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 author. 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.

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, if eligible.

Confidentiality

Candidates assessed Integrated Assignments are retained, in secure storage, at MRS for three years following the date of submission. From time to time MRS uses candidate IA Submissions for training & standardisation purposes. IAs selected for Training & Standardisation purposes are anonymised before use.

Compulsory anonymisation of client/product is required – any naming of real-life companies or organisations would deem the IA to be non-compliant.