

Frequently Asked Questions

How do I enter candidates for Management?

You need to submit a completed Estimated Entry Form to CIE. This will trigger a confidential letter being sent to you in which there are instructions on how to access the CIE-set assignments. Assignments should be sent in, along with Student Assessment Records (SARs) and module entries.

What documentation should I receive?

Once your entry has been processed, you will receive a Statement of Entry detailing the individual candidate entry details. This provides an opportunity to correct any errors that may exist in your entry.

How long does it take from receipt of assignments until we receive results?

You will receive a statement of results for each assignment entry. It takes 8 weeks from the entry cut-off date to the despatch of results to centres. Results despatch dates are given in the Administrative Guide (Section D).

How do candidates qualify for certificates?

Candidates will be issued with the Cambridge International Diploma in Management upon successful completion of all 8 modules. Certificates will be issued automatically.

How are certificates issued?

A certificate is issued for each successfully completed assignment, except for the Management File and the Case Study. As each assignment is complete, the candidate receives a Statement of Results and a report on the assignment.

Who is the Diploma in Management suitable for?

The award is suitable for first-line and middle managers who wish to develop their management knowledge and skills further.

What educational level do candidates need before starting the Diploma in Management?

At Professional Level, a degree or professional qualification is needed along with a good standard of written English. For entry to the Diploma at Higher Professional Level, candidates should have completed the Diploma in Management at Professional Level or have achieved an equivalent professional qualification. Some candidates may have work place experience which can be taken into account when deciding their suitability for the Diploma in Management. All candidates should be in a Management position which will give them the opportunity to use workplace experience for their assignments.

Who decides if the candidate is suitable for the Diploma in Management?

The centre will recruit the candidates and decide on their suitability for the Diploma in Management.

What is the difference between the Diploma at Professional Level and the Diploma at Higher Professional Level?

The Professional Level Diploma provides the foundation for studies in Management, whereas the Higher Professional Diploma deals with more difficult and complex situations. Candidates will normally start with the Professional Level Diploma and progress to the higher Professional Level Diploma.

How do you study for the Diploma in Management?

The programme of study is organised by the centre and may vary in its delivery - face-to-face; weekend seminars; short courses; distance learning.

How long does the Diploma in Management course last?

Each Professional Level and Higher Professional Level module is intended to last for 60 hours of guided learning time. The length of the course run by the centre may vary but the registration period is 3 years. Candidates must complete all the assignments in the 3-year period.

How is the Diploma in Management assessed?

The Diploma is assessed through set assignments which candidates complete when they are ready to do so.

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What is the structure of the Cambridge International Diploma in Management?

Candidates must complete and pass 3 Core modules, 3 Optional modules, the Case Study and the Management File to obtain the full Cambridge International Diploma at Professional Level and follow the same structure at a higher level for the full Cambridge International Diploma in Management at Higher Professional Level. Alternatively, candidates may study only those modules in which they have an interest. Separate certificates are issued for each module for which the candidate submits an assignment and achieves a Pass result or better (with the exception of the Case Study and the Management File, for which no separate certificates are issued).

When does Assessment of Management take place?

The assessments are offered on-demand. This means that you can send in candidates' assignments for assessment on a monthly basis throughout the year. Details of the closing dates for receipt of assignments each month are given in the Administrative Guide.

At what times in the year can we enter candidates for this Award?

There are monthly deadlines for submitting assignments during the year. Once you have submitted assignments and Student Assessment Records to CIE you should normally receive the results in about 8 weeks. Results despatch dates are given in the Administrative Guide.

What grades are available for the Diploma in Management?

Assignments are graded as Distinction, Merit, Pass and Fail. The results are printed on the Statement of Results after each assignment is marked.

How do candidates receive assignment tasks?

Centres can download the assignments automatically by auto-email response. The codes for gaining access to the auto-email response are issued in a letter sent out to centres in response to the receipt by CIE of the centre's provisional entry form. When candidates are ready for the completion of an assignment, the centre gives the task to them.

How often do assignments change?

New assignments for each module are introduced at the start of each calendar year and run for one year.

Do I have to submit assignments electronically?

Although we would prefer to receive assignments electronically, we will accept hard copy too. If you do submit electronically please make sure the submissions of assignments should be in Word doc format rather than in PDF. This is so that our examiners can verify the word count. If a document is in PDF the number of words will still be checked, but it takes us a little longer!

How much weight does CIE give to candidates of the Diploma in Management writing in English e.g. in terms of grammar, vocabulary?

The examiners at Cambridge do not give or deduct marks for English language or grammar. The key issue is that the assignment must be understandable. For example, conclusions should be drawn and recommendations must be clearly understandable by the examiner. As long as this is the case, students will not be penalised.

What happens if a candidate exceeds the work limit for their assignment?

Assignment word limits are specified for what we believe are sound academic reasons, as the assignments should be able to be answered to the required standards within the word limit. We are looking for depth and conciseness in candidate answers, i.e. quality rather than quantity. We expect candidates to comply with the word count limits. Penalties will be imposed by the deduction of marks for over-long assignments.

Word count penalties are as follows:

- Up to 10% over the limit deduct 0 marks
- 10 - 15% over the limit deduct 5 marks
- 16 - 20% over the limit deduct 10 marks

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For example, an assignment which would have scored 55 marks will score only 45 if the word limit is exceeded by 18% - this means that an assignment that was going to pass will now fail because the candidate has exceeded the word count. In cases where candidates have exceeded the word count by more than 20% there will be a penalty in excess of 10 marks. Candidates are expected to record their words by using the word count tool.

What is the Case Study?

It is the final assignment which covers all the aspects of the Core modules and gives candidates the opportunity to demonstrate their learning and progress.

When should the Case Study be taken?

The Case Study is designed to be the last module to be taken in the Management course. The reason for this is that it draws on candidates' study of the core modules and is designed to assess all these aspects of the diploma.

What is the Case Study interview for?

The Case Study interview is designed to authenticate the candidate's work. The criteria for assessing the Case Study are given in the support CD that accompanies the syllabus. CIE will liaise with the Centre to arrange for an Examiner to telephone the Case Study candidate at a convenient time and with the candidate at an approved location. This will be done by sending an interview arrangement form to the Centre for the candidate to complete. Candidates must bring identification to the interview, which is checked by local staff at the Centre where the interview takes place. The telephone interview will take place after the Case Study has been assessed and the purpose of it is to act as a check of authenticity. The Examiner will ask the candidate some simple questions about the Case Study in order to make an assessment of whether the work belongs to the candidate. If the Examiner believes that the work submitted is not the candidate's, CIE will generate a malpractice case and this will be dealt with according to the normal malpractice procedures. The full Management Diploma will not be awarded until the Examiner has indicated a satisfactory outcome of the interview.

The Case Study isn't relevant to our particular candidates - can we set our own?

Yes, but you will need to submit the proposed Case Study to CIE for comment and approval before giving it to your candidates. Details about using the candidate's own organisation as a basis for the Case Study are given in the syllabus.

What is the Management File?

The Management File is a portfolio of evidence compiled by the candidate through the programme. There are compulsory elements, but other items from the workplace and the course can be included to demonstrate a candidate's learning and progress.

How is the Management File assessed?

Candidates complete a Student Assessment Record (SAR) as they complete the different elements of the File. The SAR is signed off by the tutor as each item is completed in accordance with CIE requirements.

A candidate has failed their 2008 assignment and they want to resubmit. What is the latest date for resubmissions?

For resubmissions there is no deadline for receipt of assignments. The deadlines only apply to entries made for the first time for a particular module.

A candidate has passed a module but wants to resubmit their assignment to try to get a distinction. Is this allowed?

No. Resubmissions are only allowed when a candidate has failed an assignment.

When is the deadline for submission of a 2009 assignment- is it December 2009?

The last date for submission of a 2009 assignment is February 2010.

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What do I do if I have any further queries?

Detailed information on administrative procedures can be found in the Administrative Guide and the Management syllabus. If you need to ask any further questions please contact CIE Customer Services by email (international.cie.org.uk), telephone (+44 1223 553554) or fax (+44 1223 553558) quoting the syllabus name and the nature of your enquiry.