



## **Guide to Candidate Submissions to Calibrand**

This is a guide to submitting assignments on the Calibrand online submission platform.

Access the CIM submission platform you must be a current member and have an active booking for the module/s being submitted against.

If you don't have your login details, please contact the Customer Experience team on [qualifications@cim.co.uk](mailto:qualifications@cim.co.uk) or telephone +44 (0)1628 427120.

### Accessing the Submission platform

- To access the submission platform you need to go to <https://my.cim.co.uk> and enter your login details supplied by CIM.

CIM The Chartered Institute of Marketing

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**MyCIM**

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Email Address

Password

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**Join us.**

Already a member?  
**Activate your MyCIM account**

- Once you log into the MyCIM website you need to go to the Studying section and then select the button **Assessment Submission** at the bottom of the page.



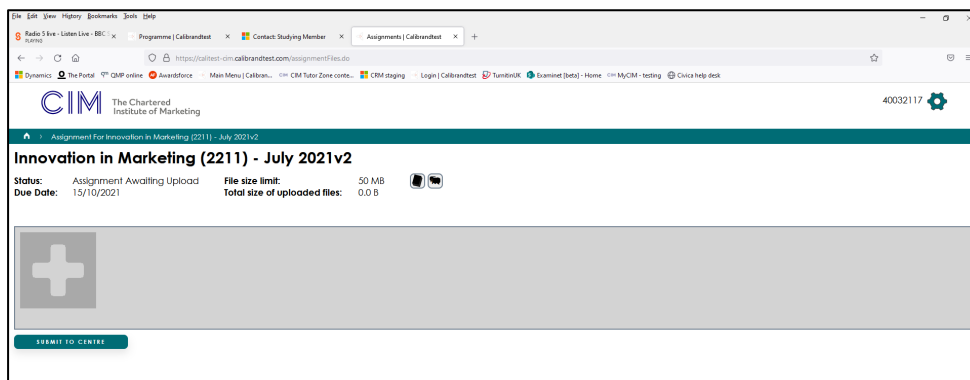
- You will then be taken to the CIM submission platform to be able to submit your assignment/s.

- Depending on how many submissions you are going to be making the screen may appear different as outlined below.

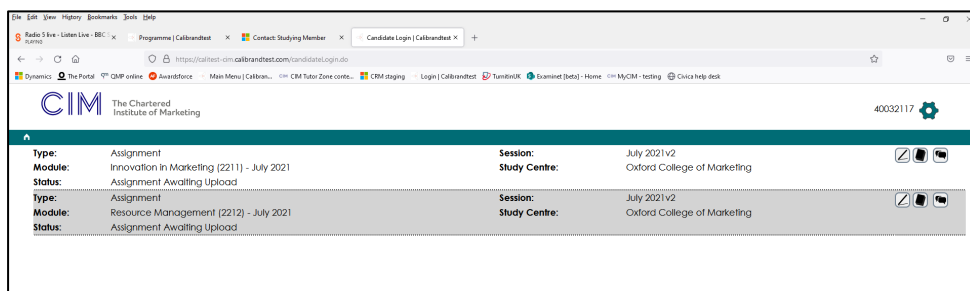
### Submitting your assessment

When you are ready to submit your assignment and have logged into the platform you will be shown one of two views below.

- Single submission view



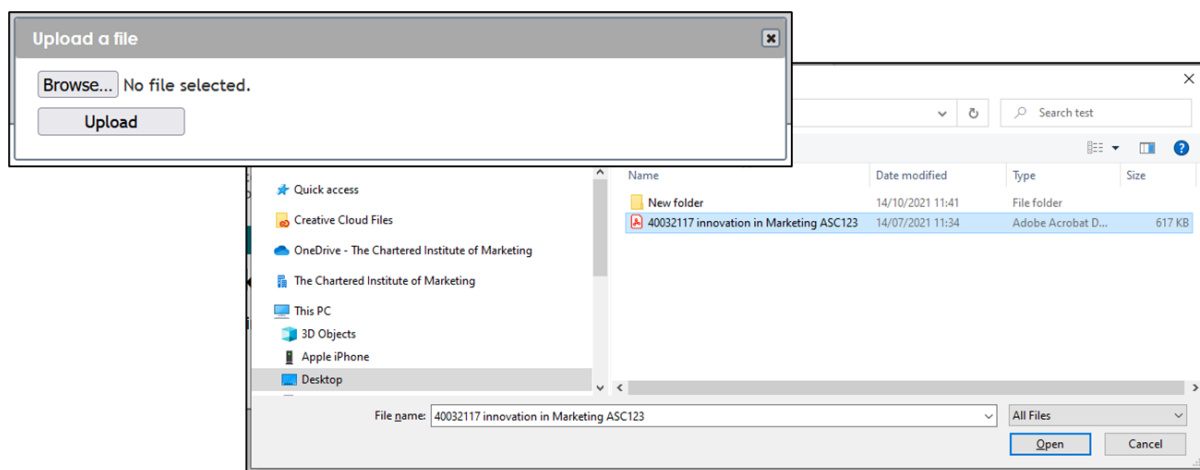
- Multiple submission view



- To submit your file first check the information you are submitting for matches the assessment information shown on screen.



- This will open the upload file window and you need to select the browse button and locate the file you wish to upload to the system.



- Once the file has been uploaded on the platform you will see the plus symbol change to the file type that was uploaded. You will be able to add more files up the limit of 50mb if needed to the platform, if it is a requirement of the module you are submitting against. File submissions should however be limited to 1 file if possible and these should be PDF only.

*If you have uploaded the incorrect file or would like to replace it, use the red X button in the top right corner of the file icon and this will remove the file and you can upload a new file.*



\*\*\*\*\* STUDENT APPROVAL \*\*\*\*\*

I confirm that I have applied, to all tasks, the CIM policies relating to:

- Page/word count\*
- Plagiarism
- Collusion

\*dependant on the requirements of the brief.

By ticking the box below I certify that:

- This assignment/project is the result of my own independent work/investigation except where otherwise stated. All other sources are referenced and a bibliography is appended.
- The work submitted has not been previously accepted in substance for any other award and has been submitted in accordance with the set template requirements. I further confirm that I have not shared my work with other candidates.
- This assignment is free from plagiarism and I understand that the assignment may be checked for plagiarism and may be transferred and stored in a database for the purposes of data-matching to help detect plagiarism in future.

I can confirm that I have read and understood the content of this declaration.

☐ CONTINUE

- Once the file is submitted you will no longer be able to amend this but if you need to replace the file, please contact your study centre who can help you.

