

## PER assessment — originality in recording your personal work experience

The practical experience requirements (PER) assessment allows you to showcase your work experience and professional achievements, demonstrating that you have achieved the criteria for membership.

No two applications will be the same. Each applicant's employment history and experiences will be unique to them, along with the language they use to explain these and the insights they show as they reflect on their experience. There is therefore no one "right" answer to this assessment and it is expected that each assessment will be original to the applicant as an authentic record of their experience.

This guide will help you to understand what originality means in the context of this assessment and why it is important. It also provides some helpful tips on how you can ensure that the work you submit is original and the best reflection of you and your experience.

### Originality

Originality, in relation to the assessment of the practical experience requirements and the membership application, means that:

1. The experiences and examples included are true; and unique and personal to the applicant.
2. The application has been written independently and is the original work of the applicant.

In short, the experience and examples you choose must be original and unique to you along with the language you use to talk about these.

You may be familiar with the concepts of plagiarism and collusion from your academic studies and other examinations you have taken. These same principles apply here.

### Why is originality important?

The assessment has been designed to accommodate a range of experience in finance roles and judge these against the criteria for membership. Therefore, it is expected that each applicant's submission will be unique to them — no two people will have the same experiences and employment history, even if they have been working in the same role, at the same company and on the same training scheme.

The assessment is designed to support applicants in recording their employment history and showcasing their professional achievements, along with their reflections on how those achievements benefited their organisations. The contents of the application are therefore expected to be very personal and specific to the applicant.

Assessors are not looking for model answers in this assessment. Too much similarity to support materials, sample answers or other people's applications may mean that assessors are not confident that the application reflects your experience and abilities and therefore would be unable to approve your application.

Finally, copying, taking credit for or not accurately attributing someone else's work is not acceptable in either professional or academic contexts and does not demonstrate the ethics and integrity required to hold the CGMA® and ACMA designations.

The originality of the work you submit is a critical and fundamental component of this assessment. On your membership application, you will be required to sign a declaration confirming that the application you have submitted is not only a true and accurate record of your experience but is also your original work.

**What inputs can I have from my colleagues, manager and/or PER supervisor?**

Conversations with your PER supervisor, line manager and colleagues can be really helpful in supporting your development, aiding self-reflection, helping you to understand the requirements of the assessment

and when you have sufficient experience to apply for membership as well as to identify and choose strong examples from your experience to include in the application. However, the application you submit must be all your original work as defined earlier in this document.

The following table gives examples of what activities are permitted and not permitted (this table is not exhaustive):

Permitted	Not permitted
Talking to colleagues, managers and supervisors to help identify suitable examples from your experience for you to include	You and a colleague working together to draft all or part of the application and both submit the same or similar write-up
Choosing the same project as an example as a colleague who is also applying for membership but writing it up independently and each focussing on individual experience and actions	Your PER supervisor or another person corrects or updates your application form on your behalf.
Revising your draft application based on feedback from your PER supervisor, especially when your supervisor cannot sign off all or part of the application as it does not meet the passing criteria	Copying all or part of sample STAR templates or other support materials into your application
Reviewing the sample STAR templates and other support materials to help you understand what is required	Copying, paraphrasing or quoting any other source or person without referring to it correctly, whether intentionally or inadvertently
Quoting or referring to other sources so long as these are correctly referenced	Copying all or part of a colleague’s previously submitted application
	Including information or work-based examples that are not true or representative of your experience
	Asking or paying someone to write all or part of your application on your behalf

**What if I need to quote another person or source?**

Given the design of this assessment, which focuses on you and your individual experiences, there should generally be no need to directly quote another person or source.

## What penalties could I face if I have submitted unoriginal work?

If assessors are unable to confidently assure that you have the required experience and have completed the assessment independently and to the required standard, then your membership application will not be successful.

You may be asked to update or rewrite your application or provide additional evidence to confirm that the information in your application is true, accurate and original. We may also undertake additional verification checks with your PER supervisor(s) and/or employer(s).

If it is clear that you have submitted work that is not original or includes information that is untrue in your application, then you will be subject to disciplinary action.

Allowing your work to be copied could also lead to disciplinary action, even after you have been admitted to membership.

## How can I best ensure that my work is original?

While many of the “not permitted” examples above are clear and easy to avoid, it is possible to accidentally or unknowingly include text that is not your original work without intending to.

Here are a few tips to help you avoid this:

- In this assessment, there is no one right answer. Don't worry if the examples you want to use aren't included in the guidance materials – the materials can't include everything. Don't try to adapt your experience or writing style to mimic what is in the guidance.

- Each applicant's submission will be unique to them and assessors are ready and able to review the full range of applications. If assessors see examples or wording copied from support resources, then they will not be confident that this is original work and that the applicant has met the criteria for membership.
- Have confidence. You know yourself and your experience best. Follow the structure of the application form and respond to each of the prompt questions in full, in your words.
- Don't rely on support materials too much. Support materials and sample STAR templates are great for helping you to understand the requirements of the assessment but they're never going to match your experience.
- When making notes from support materials or other sources, take care not to copy any phrases or sections verbatim from the source materials without referencing them. When you come back to review your notes later, it can be difficult to remember which pieces of text are your words and which have been copied or paraphrased from support materials or sample answers. You may inadvertently include materials that are not your original work.
- We recommend setting your support materials and notes aside once you feel fully prepared to complete the STAR templates and focus on writing up your experience, in your words, using the STAR template and prompt questions within it to structure your response.
- Review your draft against the met/not met descriptors rather than going back to any sample answers or notes and use those descriptors to help you decide whether you need to adapt or strengthen your application in any area.

More information and FAQs about PER can be found [here](#).  
Or contact us [here](#).