



Chartered
Governance
Institute
UK & Ireland

Use of English Language in Assessments



January 2025

Introduction

The purpose of this policy is to ensure that all candidates of the Chartered Governance Institute UK and Ireland (CGIUKI) are assessed fairly and consistently in their application of the English language in assessments. This policy provides guidance for the use of English in all assessments, including written and multiple-choice question examinations, written assignments and other forms of evaluation.

The aim of the policy is to maintain the integrity and standard of the qualifications awarded by CGIUKI, while also supporting candidates in demonstrating their knowledge, skills and competence effectively.

Policy Statement

1. Language Proficiency

- All Chartered Governance Institute UK and Ireland (CGIUKI) qualifications are assessed in English.
- As a guide, candidates should be proficient in English to B2 level as defined by the Common European Framework of Reference for Language (CEF or CEFR), which can be found at [Common European Framework of Reference for Languages: Learning, Teaching, Assessment \(CEFR\) - Common European Framework of Reference for Languages \(CEFR\)](#)
- Candidates who cannot demonstrate this level of proficiency are advised to seek support before registering for an assessment.

2. Clarity and Accuracy in Assessment Questions

- Subject matter experts monitor the level of English used in all CGIUKI assessments. This ensures that the language is accessible for all candidates and is appropriate to each specific qualification.

3. Support for Candidates

- Additional time will not be granted to candidates for any CGIUKI assessment based solely on the candidate not speaking English as their first language.
- Candidates who may require additional time for other reasons may apply for a reasonable adjustment. The grounds for doing so and information on how to apply is detailed in the Reasonable Adjustments and Extenuating Circumstances Policy. This can be accessed on the CGIUKI website at [Reasonable Adjustment and Extenuating Circumstances Policy](#).

4. Assessment Integrity

- The use of English in assessments is essential to ensure that all candidates are evaluated on the same basis. This policy helps maintain the credibility and recognition of CGIUKI qualifications.
- Any form of academic misconduct, including plagiarism or the use of unauthorised assistance, including the use of Artificial Intelligence, may be subject to disciplinary action.

Conclusion

This policy is designed to uphold the high standards of the CGIUKI and to support candidates in achieving their best possible performance in assessments.