

# Coursework assessment FAQs

Advanced Diploma in Insurance unit 993

# FAQs

## 1. What does coursework involve?

With coursework assessment, rather than sit a traditional examination, you complete three written assignments. These are each 3,800–4,200 words in length and all three must be passed (with you scoring a minimum of 50% in each) to achieve a pass in the unit.

Upon successful completion a record of achievement is issued and a ‘pass’ in the unit is added to your CII assessment record, together with 50 Advanced Diploma-level credits.

Coursework assessment involves the application of work-related knowledge. It requires you to explore workplace issues relevant to the particular unit, which thereafter enables you to apply your learning more readily at work.

## 2. How do I access my learning material?

All learning material is accessed online via RevisionMate, the CII’s online learning platform.

## 3. Why is the CII increasingly assessing by coursework for the Advanced Diploma in Insurance?

The CII is committed to ensuring that its qualifications are at the forefront of best practice. We strive to help you to get the maximum out of your studies, ensuring that the process is as relevant as possible and supports retention and subsequent application of knowledge. This includes all aspects of our qualifications, from subject choice to learning support to assessment.

Use of coursework assessment has become an increasingly popular option among higher education and professional bodies. They appreciate the flexibility it offers as a means of assessing candidates studying subjects which involve the application of sophisticated knowledge and skills in complex scenarios, and which typically require candidates to develop a broader understanding and appreciation of a subject (and, crucially, to draw upon their work experience).

The Advanced Diploma involves degree-level learning. It requires you to evaluate concepts, issues, policies and procedures, and to develop an understanding of associated aspects of these items and their application to various situations.

## 4. How does coursework work in practice?

All three assignments must be successfully completed to achieve a pass in a unit.

Coursework assignments vary in their requirements. You may have to write a report, produce a paper or speech depending upon the question and the topics being assessed.

A minimum of 40 marks (50%) must be obtained for each assignment. Results will take the form of either ‘Pass’ or ‘Fail’.

Your result notification will be mailed within 40 working days of submission.

In the event that you fail an assignment two options exist:

1. Submit a reworked assignment. During 2016 an additional fee of £126/£72 member/non-member is payable. A 40 working-day marking period will apply to re-submissions. Two re-submissions per assignment may be made. All re-submissions must be completed and submitted within 12 months of enrolment.
2. Request a review of the marking of your assignment. Each assignment is restricted to one review. For 2016 an additional fee of £83 and a 35 day review period applies. Details are available at [www.cii.co.uk/courseworkpolicies](http://www.cii.co.uk/courseworkpolicies)

You can access your assignments together with additional study support services at [www.revisionmate.com](http://www.revisionmate.com) Full login details are sent after enrolment.

## 5. What are the timescales and deadlines involved?

Your enrolment lasts for 12 months and all assignments should be submitted (including any re-submissions necessary) within that time.

There are also assignment deadlines to meet as set out below:

- Assignment 1 – this needs to be submitted within 6 months of your enrolment
- Assignment 2 – this needs to be submitted within 9 months of your enrolment
- Assignment 3 – this needs to be submitted (including any re-submissions) within 12 months of your enrolment.

The above are **final** deadlines and we would encourage you to submit well before these deadlines to ensure you complete the course in time.

If you miss the deadlines for assignments 1 or 2 your assignments will not be marked and you will automatically receive a ‘timed out’ notification. You will need to purchase a re-submission to continue with the course. If you fail to complete and pass all three assignments (including any re-submissions necessary) within 12 months of enrolment, your enrolment will end, and your CII exam record will be updated to include either a ‘Fail’ or ‘Timed out’ for the unit.

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## 6. Do I have to submit the assignments in order?

Yes, you should submit assignments in sequential order, in advance of the deadlines set out in question 5.

## 7. Do I need to wait for the result of an assignment before submitting the next?

You may submit assignments as soon as these are completed. However, we recommend that you await the result of assignment 1 before submitting assignment 2 as the result of the former is a good indicator of whether you are taking the right approach. This will enable you, where necessary, to amend your approach and potentially avoid additional work and the cost of a re-submission. Please remember, however, that you will need to ensure that you leave yourself enough time to submit assignment 2 before 9 months of enrolment have elapsed, and that assignment 3 (and any re-submissions) will need to be submitted within 12 months of enrolment.

## 8. Are entrants able to work collaboratively on their answers?

We acknowledge that you may undertake a formal study programme with colleagues. However, working with another person to write assignments is not acceptable.

While you may study with others, your answers must be your own work. As you prepare your answers, you can draw upon available learning and use reference material. However, the work submitted must be your own. Work may not be copied from other sources and, where you draw on other work, it must be fully referenced.

Under no circumstances should you allow another individual access to any of your assignment answers.

Failure to comply with these requirements will result in penalties being applied. These can range from being excluded from the exam unit in question through to being excluded from all CII examinations. The exact penalty to be applied will depend upon the precise nature of the transgression. Details of the CII's standard policy on these matters can be found at [www.cii.co.uk/courseworkpolicies](http://www.cii.co.uk/courseworkpolicies)

All assignments will be run through plagiarism software.

## 9. What happens if I do not successfully complete all three assignments by the end of my 12 month enrolment?

All assignments, plus re-submissions must be completed and submitted within 12 months of your enrolment date.

If you fail to complete the course within this time, you will need to re-enrol and complete a new set of assignments.

## 10. How long will I have to wait to be notified of the results of my submission?

Your result notification will be mailed within 40 working days of your online submission. You do not have to wait for the result of one assignment before submitting the next. You can also access your assignment results online by logging on to our secure candidate area: [www.cii.co.uk/results](http://www.cii.co.uk/results)

## 11. How long should each assignment be?

The submission should be a maximum of 4,200 words. There is no minimum word requirement but, in order to answer the assignment in full, we would typically expect an answer to be in the range of 3,800–4,200 words. The word count does not include diagrams (which you are free to use in your answer); however, it does include text contained within any tables you choose to use. The reference list is not included in the word count.

## 12. How are marks allocated?

Marks are allocated for each assignment based on the following four components:

- **30% of the mark is allocated for knowledge and understanding.** This component forms the factual foundation of the assignment. The essential facts should be accurate and broad enough in their scope to allow further application.
- **50% of the mark is allocated for application and analysis.** This is the largest component of the mark which is awarded for the way in which you analyse/examine the factual information and how you interpret this information to add value to your answer (this could be in the form of conclusions, solutions, recommendations, etc). It is also important to remember that the assessor must logically be able to follow the information in assignment submissions.
- **10% of the mark is allocated for coherent structure.** Submissions should have a clear start and a clear end. Information within submissions should also be logical and well grouped.
- **10% of the mark is allocated for evidence of further reading and the use of relevant workplace examples.** Suggestions for further reading are contained within the study text and shown on the unit syllabus. These reading lists are not exhaustive and candidates are encouraged to read further.

Note: Feedback on the basis of the marking grid will be given to all candidates.

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## **13. Is it important to submit assignments quickly?**

Yes, it is important that you do not delay the submission of the assignments. If you delay the submission of assignments this may result in insufficient time to complete within the 6, 9 and 12 month deadlines set out (see question 5), and to complete any re-submissions if required.

## **14. How many times can an assignment be re-submitted?**

Assignments can only be re-submitted twice and all re-submissions must be completed before the end of the 12 month enrolment. You should, however, remember that each re-submission bears a cost and that it will take the CII approximately 40 working days to process each submission/re-submission.