



Chartered
Insurance
Institute

Standards. Professionalism. Trust.

Coursework assessment guidelines & instructions

Units: AF6, AF8, J09

Contents

- 3 Coursework overview >**
- 4 AF6 coursework marking criteria >**
- 5 AF8 coursework marking criteria >**
- 6 J09 coursework marking criteria >**
- 7 Completing coursework assignments >**
- 8 Originality of work >**
- 10 Support and submission >**
- 11 Plagiarism and referencing >**
- 13 FAQs >**

The following guidance notes apply to coursework assessed units, AF6, AF8 and J09.

Assessment involves the submission of three written assignments, all of which must be successfully completed to achieve a pass. 'Successful completion' is where you obtain a minimum of 50% of the available marks for all three assignments for units AF6 and AF8, and 65% of the available marks for all three assignments for unit J09.

Upon successful completion of a coursework unit, a pass will be added to your CII assessment record together with 30 CII credits (Advanced Diploma-level credits are awarded for passing AF6 or AF8, Diploma-level credits are awarded for passing J09).

In order to be eligible to pass the unit, all three assignments must be submitted and successfully passed within the 12 month enrolment period. Mid-term submission deadlines also apply to the submission of AF6 and AF8 one and two – please read the following guidance carefully to ensure you aren't disadvantaged by missing a deadline.

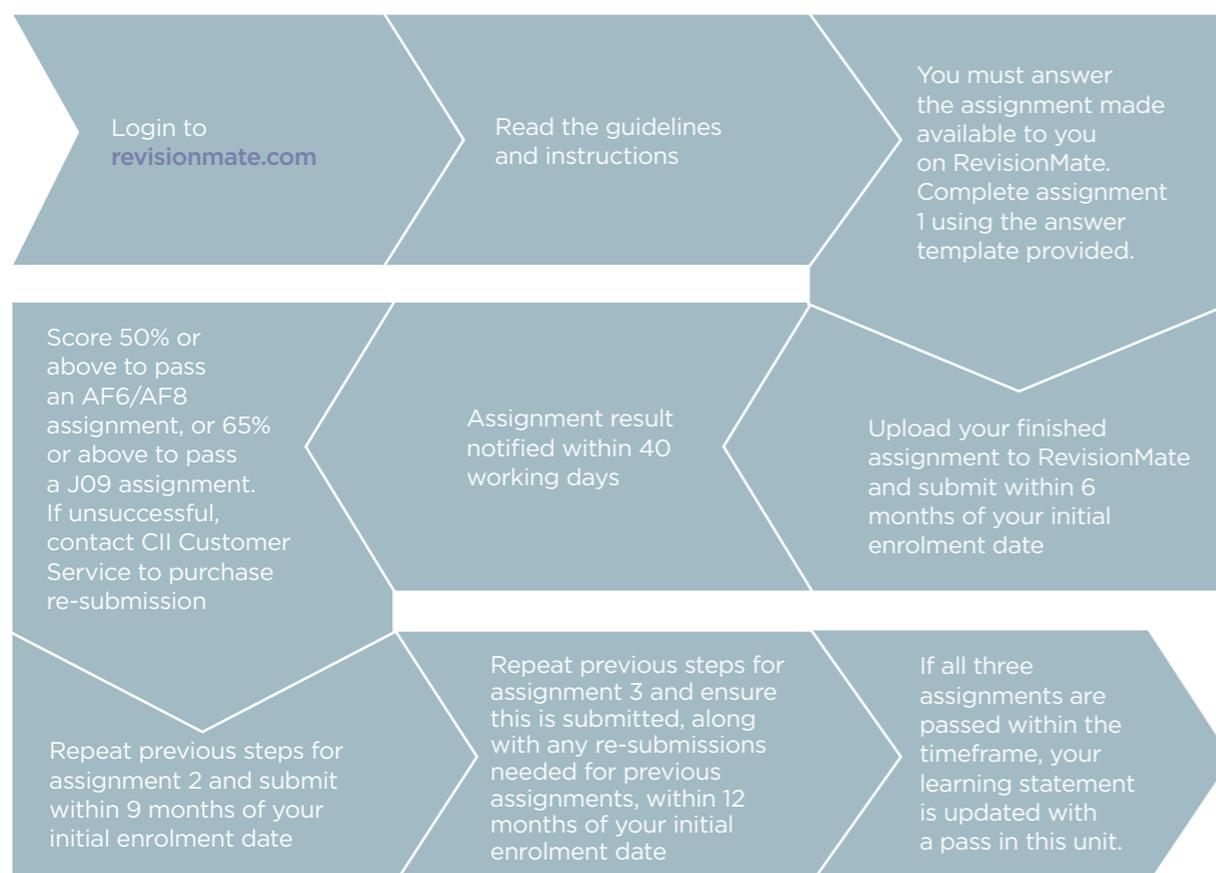
Should you fail to complete and pass all three assignments within the 12 month enrolment period, your record will be updated with either a 'Fail' or 'Timed out' for this unit. Contact CII Customer Service on +44 (0)20 8989 8464 or email customer.serv@cii.co.uk to discuss your options.

Important note:

It is essential that you fully familiarise yourself with the content of this document before commencing work on or submitting an assignment. Failure to follow the guidance and instructions could result in you failing this unit.

Coursework overview

The process is outlined in the flow diagram below:



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

Please note, you must answer the assignment made available to you on RevisionMate. We cannot accept answers to a different version of the course than the one you are currently enrolled on. Answers to assignment questions which you have not downloaded from RevisionMate will not be suitable and will receive zero marks.

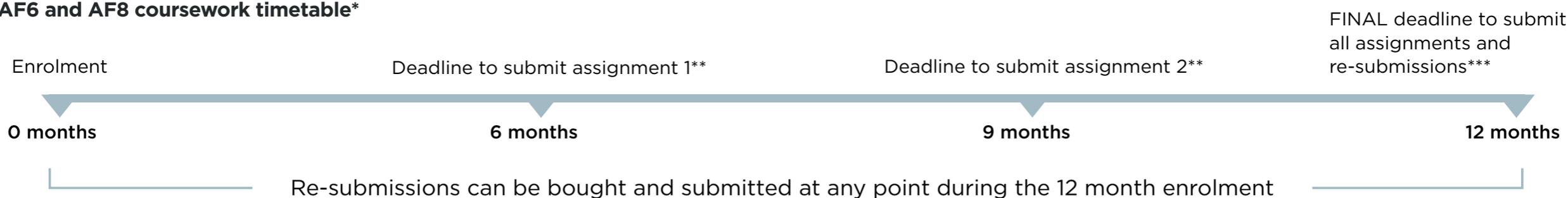
For units AF6 and AF8, a minimum of 50 marks out of the available 100 (50%) must be achieved for each assignment to obtain a pass. For unit J09, a minimum of 65 marks out of the available 100 (65%) must be achieved for each assignment to obtain a pass. Results will take the form of either 'Pass' or 'Fail'.

Notification of your result in each assignment will take up to 40 working days from the date of submission.

In the event that you fail an assignment there are two options:

1. Submit a re-worked assignment. An additional fee of £130 member/£180 non-member is payable. All re-submissions (a maximum of two per assignment) must be completed and submitted within the 12-month enrolment period. Therefore, ensure you allow enough time for your original assignment to be marked and for a re-submission to be drafted (if required). A 40 working-day marking period applies to submissions and re-submissions.
2. Request a review of the marking of your assignment. Each assignment is restricted to one review. An additional fee of £83 and a 35 day review period applies. Details are available at cii.co.uk/courseworkpolicies

AF6 and AF8 coursework timetable*



* These mid-term deadlines apply to coursework units AF6 and AF8 only. You have 12 months to complete all three assignments for J09.

** You are encouraged to submit well before this deadline to ensure you complete the course in time. If you submit your assignment after this deadline, your assignment will not be marked and you will automatically receive a 'Timed-out' notification for this assignment. 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) your exam record will be updated with either a 'Fail' or 'Timed-out' notification.

AF6 coursework marking criteria

The coursework assessor will assess the three items of coursework on the basis of:

- **Knowledge and understanding of the topic (30%)** – this is the factual foundation of the assignment. The essential facts should be accurate and broad enough in their scope to allow further application.
- **Application and analysis of the topic (50%)** – this is 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.
- **The structure in terms of logic and coherence (15%)** – submissions should have a clear start and a clear end. Information within submissions should also be logical and well grouped.

- **The use of relevant work examples and/or examples gained from further reading (5%)** – 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.

Online results and feedback codes

Once logged in to cii.co.uk/results you are told whether you passed, failed, or timed-out (i.e. missed an assignment deadline), although your assignment mark is not given online.

You are also given four feedback codes per assignment results, (e.g. A, B, C, D) each linking to your performance against the four areas of marking shown below. The first feedback code relates to 'knowledge and understanding of the topic', the second 'application and analysis of the topic', and so on.

This table contains a detailed breakdown of the assessment methodology:

Knowledge and understanding (includes accuracy and completeness of facts). Mark weighting 30% of the 100 available marks

Almost all points of content identified and clearly explained	Most points of content identified and described in some depth	Some points of content identified	Few points of content identified
23-30 marks	15-22 marks	8-14 marks	7 marks or fewer

Application and analysis. Mark weighting 50% of the 100 available marks

Deep understanding shown of the underlying concepts and their application	Essential understanding shown of underlying concepts and their application	Restricted understanding shown of the underlying concepts and their application	Little understanding shown of the underlying concepts and their application
39-50 marks	26-38 marks	13-25 marks	12 marks or fewer

Coherent structure. Mark weighting 15% of the 100 available marks

Answer is coherently structured	Answer is mostly coherently structured	Answer is limited in coherent structure	Answer is insufficiently coherent in structure
12-15 marks	8-11 marks	4-7 marks	3 marks or fewer

Evidence of the use of relevant examples and/or further reading to support answers. Mark weighting 5% of the 100 available marks

Considerable evidence demonstrated of the use of relevant examples and further reading to support the answer	Evidence demonstrated of the use of relevant examples and further reading to support the answer	Little evidence demonstrated of the use of relevant examples and further reading to support the answer	Very little evidence demonstrated of the use of relevant examples and further reading to support the answer
5 marks	4 marks	3 marks	2 marks or fewer

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

AF8 coursework marking criteria

The coursework assessor will assess the three items of coursework on the basis of:

- **Knowledge and understanding of the topic (30%)** – this is the factual foundation of the assignment. The essential facts should be accurate and broad enough in their scope to allow further application.
- **Application and analysis of the topic (60%)** – this is 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.
- **The structure in terms of logic and coherence (5%)** – submissions should have a clear start and a clear end. Information within submissions should also be logical and well grouped.

- **The use of relevant work examples and/or examples gained from further reading (5%)** – 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.

Online results and feedback codes

Once logged in to cii.co.uk/results you are told whether you passed, failed, or timed-out (i.e. missed an assignment deadline), although your assignment mark is not given online.

You are also given four feedback codes per assignment results, (e.g. A, B, C, D) each linking to your performance against the four areas of marking shown below. The first feedback code relates to 'knowledge and understanding of the topic', the second 'application and analysis of the topic', and so on.

This table contains a detailed breakdown of the assessment methodology:

Knowledge and understanding (includes accuracy and completeness of facts). Mark weighting 30% of the 100 available marks

Almost all points of content identified and clearly explained	Most points of content identified and described in some depth	Some points of content identified	Few points of content identified
23-30 marks	15-22 marks	8-14 marks	7 marks or fewer

Application and analysis. Mark weighting 60% of the 100 available marks

Deep understanding shown of the underlying concepts and their application	Essential understanding shown of underlying concepts and their application	Restricted understanding shown of the underlying concepts and their application	Little understanding shown of the underlying concepts and their application
46-60 marks	30-45 marks	16-29 marks	15 marks or fewer

Coherent structure. Mark weighting 5% of the 100 available marks

Answer is coherently structured	Answer is mostly coherently structured	Answer is limited in coherent structure	Answer is insufficiently coherent in structure
5 marks	4 marks	3 marks	2 marks or fewer

Evidence of the use of relevant examples and/or further reading to support answers. Mark weighting 5% of the 100 available marks

Considerable evidence demonstrated of the use of relevant examples and further reading to support the answer	Evidence demonstrated of the use of relevant examples and further reading to support the answer	Little evidence demonstrated of the use of relevant examples and further reading to support the answer	Very little evidence demonstrated of the use of relevant examples and further reading to support the answer
5 marks	4 marks	3 marks	2 marks or fewer

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

J09 coursework marking criteria

The coursework assessor will assess the three items of coursework on the basis of:

- **Knowledge and understanding of the topic (30%)** – this is the factual foundation of the assignment. The essential facts should be accurate and broad enough in their scope to allow further application.
- **Application and analysis of the topic (45%)** – this is 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.
- **The structure in terms of logic and coherence (20%)** – submissions should have a clear start and a clear end. Information within submissions should also be logical and well grouped.

- **The use of relevant work examples and/or examples gained from further reading (5%)** – 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.

Online results and feedback codes

Once logged in to cii.co.uk/results you are told whether you passed, failed, or timed-out (i.e. missed an assignment deadline), although your assignment mark is not given online.

You are also given four feedback codes per assignment results, (e.g. A, B, C, D) each linking to your performance against the four areas of marking shown below. The first feedback code relates to 'knowledge and understanding of the topic', the second 'application and analysis of the topic', and so on.

This table contains a detailed breakdown of the assessment methodology:

Knowledge and understanding (includes accuracy and completeness of facts). Mark weighting 30% of the 100 available marks

Almost all points of content identified and clearly explained	Most points of content identified and described in some depth	Some points of content identified	Few points of content identified
24–30 marks	18–23 marks	8–17 marks	7 marks or fewer

Application and analysis. Mark weighting 45% of the 100 available marks

Deep understanding shown of the underlying concepts and their application	Essential understanding shown of underlying concepts and their application	Restricted understanding shown of the underlying concepts and their application	Little understanding shown of the underlying concepts and their application
36–45 marks	29–35 marks	12–28 marks	11 marks or fewer

Coherent structure. Mark weighting 20% of the 100 available marks

Answer is coherently structured	Answer is mostly coherently structured	Answer is limited in coherent structure	Answer is insufficiently coherent in structure
16–20 marks	11–15 marks	5–10 marks	4 marks or fewer

Evidence of the use of relevant examples and/or further reading to support answers. Mark weighting 5% of the 100 available marks

Considerable evidence demonstrated of the use of relevant examples and further reading to support the answer	Evidence demonstrated of the use of relevant examples and further reading to support the answer	Little evidence demonstrated of the use of relevant examples and further reading to support the answer	Very little evidence demonstrated of the use of relevant examples and further reading to support the answer
5 marks	4 marks	3 marks	2 marks or fewer

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

Completing coursework assignments

Assignments one to three should be submitted sequentially, in advance of the deadlines laid out on page 3.

The CII learning material for the unit provides the foundation for your studies, although you will need to supplement your knowledge with wider reading.

Each assignment has a recommended word length. We would typically expect an answer to be in the range of the recommended word count in order to address the question set. The typical word count for each assignment is 2,500 words. If an assignment exceeds the word count by more than 10% it may be returned to the student for revising.

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.

You are required to use the typeface Arial (size 11pt).

We recommend that you study the specimen coursework assignment question and answer paper that is available for your selected unit. This can be found in the assignment centre on RevisionMate – details on how to access this can be found on page 10. This indicates the style of question that will be asked and the depth of answers required.

We recommend that you use headings, bullet points, graphs and diagrams where relevant to enhance readability and the quality of your work.

The assignments must be your own work and, in submitting them, you are declaring the originality of your work. For this reason important rules apply to the referencing of your coursework and in respect of possible plagiarism and collaborative working. Full details on each of these are provided on page 11.

It is essential that you adhere to these rules when completing your coursework. Failure to do so will result in penalties being applied which could include not only exclusion from this unit but from all CII examinations.

Candidates must take care to appropriately safeguard their work. Assignments saved on servers provided by your employer must be password protected with a complex password known only to you.

Please note that you do not need to wait to receive your results from one assignment before you submit the next, although you may wish to do so to benefit from the feedback you will receive with your results. Please bear in mind that your result notification will be mailed to you within 40 working days of submission, and you will need to ensure that you have enough time to complete the next assignment before your next deadline.

A unit pass will only be awarded where all three coursework assignments are successfully passed.

Originality of work

Ensuring the authenticity of submitted work

These rules apply to all CII units assessed by: coursework; mixed assessment; continuous assessment; and in respect of Fellowship submissions. The purpose of the rules is to ensure that candidates submit their own work.

Failure to comply with the following rules will result in:

- a) Your assignments being withdrawn where there are high matches to published sources such as CII study texts; and/or**
- b) disciplinary action being taken against you. Where disciplinary action is taken your name and your employer will be published.**

By submitting assignments or dissertations, you agree to comply with these rules.

1. The work you submit must be your own and be in your own words.
2. You must NOT copy or amend work from another source including another candidate or the study text or any other supporting material.
3. Your assignment or dissertation must NOT include content which another person has dictated to you.
4. Where you draw on other work, you must fully reference it – *the guidelines for the unit you are taking will provide guidance on referencing correctly.*
5. You must NOT work with another person to write an assignment or dissertation.
6. Another person must NOT write your assignment for you.
7. You must NOT write an assignment or dissertation for another person.
8. You must NOT provide, or provide access to, your assignment or dissertation or any part of your assignment or dissertation, including tutor/examiner feedback, to anyone other than the CII. You must not access another candidate's assignment or dissertation.
9. You must NOT be involved in any other dishonourable or unprofessional conduct relating to the completion and submission of your assignments or dissertation.

Important Notes

1. Writing of assignment responses must be done individually without collaboration of any kind.
2. Candidates must take care to appropriately safeguard their work. Assignments saved on servers provided by your employer must be password protected with a complex password known only to you.
3. All assignments and dissertations will be subject to plagiarism detection software checks.
4. The CII reserves the right to contact candidates following submission of their assignments to verify their identity and ensure that the assignment has been written by that candidate.
5. Where a breach of the above rules is suspected by the CII it will be fully investigated.
6. Where the CII has grounds to suspect a breach of the above rules, your identity and relevant evidence relating to you may be shared with other candidates and/or your employer to ensure a fair and thorough investigation.
7. Guidance on plagiarism and referencing can be found in the guidelines relevant to the assessment module you are completing.
8. Details on the CII's disciplinary regulations and procedures rules as well as the indicative sanctions guidance can be found at cii.co.uk/about/professional-standards/disciplinary-and-appeals-decisions
9. Sanctions will be imposed on candidates found to be in breach of the Authenticity Rules. Sanctions applied in previous cases can be seen at cii.co.uk/about/professional-standards/disciplinary-and-appeals-decisions/breaches-of-examination-and-or-assessment-regulations/
10. The names of candidates, along with their employers, found to be in breach of these rules are also published on the CII website and in the CII Journal and Personal Finance Professional magazines.

Originality of work continued

Breach of the assessment rules – penalties and sanctions for malpractice

In submitting your assignments you are acknowledging that you have read the rules in these candidate guidelines and that this is your own work. All assignments are run through plagiarism software which checks with other students and also other published sources. If a match is found then this will be fully investigated and the appropriate action taken depending on the severity of the case.

We acknowledge that you may undertake joint study with colleagues or as part of a formal training programme. However, your answers must be your own work and in your own words. Working with another person to write assignments, allowing another person access to any of your assignment answers or copying or amending another person's assignment answers is not permitted under any circumstances and will result in sanctions being applied.

Sanctions include being excluded from the course in question through to being excluded from all CII assessments. The exact sanction to be applied will depend upon the exact nature of the transgression.

Disciplinary action may be taken against any candidate found guilty of dishonourable or unprofessional conduct, or committing a breach of the assessment rules. Details of the CII's disciplinary procedures and rules as well as sanctions guidance can be found at cii.co.uk/about/professional-standards/disciplinary-and-appeals-decisions/

The names of candidates, along with their employers, found to be in breach of the rules are also published on the CII website. Please note all assignments will be subject to plagiarism software checks. See pages 11-12 for full details on plagiarism and how to use quotations, paraphrasing and referencing in your work.

Do not accept assignments or answer templates from colleagues or training groups. These may differ from the assignments that you have been assigned on RevisionMate. Answers to assignments you have not downloaded from RevisionMate will not be suitable and will receive zero marks.

Support and submission

Coursework assignments are accessed and submitted online at revisionmate.com

To access your course you will need to login by:

1. Using your CII Permanent Identity Number (PIN)* as your login name; and
2. Using your surname as your password (unless you have changed your password) all in lower case and omit any hyphens or apostrophes

* You can find your CII PIN on any communication sent to you by the CII or by calling CII Customer Service on +44 (0)20 8989 8464.

Assignment centre

In this section you will find:

- **Assignments** – the three compulsory coursework assignments for the unit on which you have enrolled. Always download assignments from RevisionMate as you may have been assigned a different assignment to your colleagues
- **Answer templates** – the template documents that you must use to type your answers on
- **Submissions** – these links provide you with the ability to upload your completed assignments and confirm you wish to submit them for marking by the assessor.

Learning support and guidance

Resource centre

In this section you will find:

- **Study text** – breaks down the syllabus into concise sections, with each chapter containing clearly defined learning outcomes, a series of short self-test questions and a scenario-based question which includes guidance on how to approach your answer
- **Relevant Level 4 technical knowledge** – online study text for unit (J07) Supervision in a regulated environment
- **Assumed knowledge test** – covering the (J07) Supervision in a regulated environment syllabus
- **Three specimen coursework assignments and answers** – providing a guide as to the style and format of coursework questions and the depth and breadth of answers sought by examiners
- **Syllabus** – a copy of the AF6 syllabus.

Coursework information

In this section you will find:

- **An overview of the coursework process** – a diagrammatical overview of the coursework process from enrolment to completion of the online assessment
- Guidelines and instructions for this unit – online copy of the information contained in this document
- **Coursework FAQs** – detailed responses to questions we're most frequently asked relating to coursework
- **Explaining your results notification** – key to better understanding the areas markers look at and how to interpret result notification feedback codes provided online, which link to your performance. This will also allow you to make the most of your feedback received.
- **Discussion forum** – a dedicated discussion forum for AF6 coursework enrollees. Please note, it is not permitted to discuss the content of any online assignments on this forum. This forum is continuously monitored.

Help using the online system

Features on this page are accompanied by further instructions online. However, if you have any difficulty gaining access to the site, or questions relating to site functions, please contact revisionmateadmin@cii.co.uk or use the 'contact us' button on site.

General online assessment queries should be directed to CII Customer Service at customer.serv@cii.co.uk These sources of help are available from Monday to Friday between 9.00 am and 5.00 pm (GMT).

Plagiarism and referencing

Plagiarism

It is important to understand what plagiarism is and how it can be avoided. The Joint Council for Qualifications (JCQ) defines plagiarism as: “Unacknowledged copying from published sources (including the internet) or incomplete referencing”. The following also constitute plagiarism:

- Copying or amending sections of work from a friend/colleague.
- Having a friend/family member dictate something to you.
- Copying and pasting from the internet without citing the source.
- Copying or using directly from a study text quotation without citing the source.
- Paraphrasing without including reference to the source of the paraphrase.
- Working with another person, or using another person’s work to write your assignment.

Paraphrasing

Paraphrasing is where you encapsulate another person’s original idea, argument or conclusion in your own words. This refers to published sources only – paraphrasing does not apply to another candidates’ work. It is still necessary to attribute those ideas to the author, and you can do this by using the referencing guidelines outlined over the page, taking care to include the author’s surname and the year of publication. Ofqual give the following advice on paraphrasing:

“There are several methods you can adopt. Try them all a few times. You’ll soon find out which ones work best for you.

1. Read small sections of your notes or the text you are studying (say a paragraph at a time). Cover your notes and then write the section in your own words.
2. For every sentence of text you want to paraphrase write two of your own. Remember it often helps if you identify the main idea then give an example of your own and then explain how your example fits with the main idea.
3. Take a small section (again say a paragraph). Write down the key words. Cover the original and then use the key words to help you write a paragraph in your own words. Don’t change any technical words, numbers or mathematical or scientific formulae. However feel free to change the everyday words to those of your own.
4. Remember to include a reference to the person who first wrote what you have paraphrased.

If you can’t paraphrase the source then you may need to think about putting the idea in as a quotation.”

(Using sources. A guide for students: Find it – Check it – Credit it, p 16–17. Ofqual, 2010.)

Collaboration

We acknowledge that you may undertake joint study with colleagues or as part of a formal training programme. However, working with another person to write assignments is not acceptable. Your answers must be your own and in your own words. Under no circumstances should you allow another individual access to any of your assignment answers.

Marks awarded

Please be aware that the originality of your assignment, and use of referencing, can affect the marks awarded for a coursework assignment:

- Does your assignment have a high reliance on sourced content, rather than your own original analysis? The deeper the level of understanding demonstrated, the higher the marks that can be awarded. Please be wary of ‘copy and pasting’ material.
- Is sourced content referenced and cited? Would it be clear to a marker which content is your own work? Credit is given for identifying relevant content from Chartered Insurance Institute study texts and further reading; but it must be clear when sourced content is used, and when your own analysis begins.

Plagiarism and referencing continued

How to reference

The Chartered Insurance Institute requires that students use quotation marks when content other than their own is used, immediately followed by a citation in brackets at the end of that content; this citation should include the author's name, and the year the source was produced. There should then be a corresponding reference list at the end of the assignment (space is provided for this on CII assignment templates) which includes the full name of the publication, the authors, and year of publication. This style of citation is known as *Harvard referencing*.

Harvard referencing is one of the most commonly used methods of referencing; so there is a lot of information available to students online, and many word processor programmes (Microsoft Word, Pages, etc) even have a citation feature built-in which can help you to reference. This method of referencing also makes it clear to the marker which content is the student's own.

You should always aim to make it clear with your assignment which content is your own, and which has been sourced; imagine the marker looking at your assignment – would it be clear to them which content is your own work, and which is sourced from elsewhere?

Any content within your assignment that is not directly referenced or quoted is assumed to be your own. Students would be advised that it is best to reference sources (including the CII study text) as you go, so as to keep track of where sourced content comes from; and where your own content begins.

Use quotation marks to identify the content you are using; followed by the source of the content, in brackets, at the end of the quote, e.g.

“A standard construction property will usually encompass any home that has brick or stone walls and a tiled or slate roof.” (www.homeprotect.co.uk).

For websites, you do not need to have a publication date for the in-assignment citation – just include the date the site was accessed in your reference list, along with the full webpage link.

If you are using a larger quote, you may even wish to give the quote its own paragraph; and indent it as well, e.g.:

Although, it should be noted that:

“In the past, insurers have used different ways by which to classify building construction, most specifically using Standards and Grades of construction. Due to changes in building construction methods and greater emphasis on other underwriting factors, these are no longer widely used.” (M93 study text, 2016).

You can incorporate shorter quotes into your own sentences, as long as they are referenced, e.g:

So while these classifications of building construction may not be universally applied in today's industry, it is important to be aware that “a benchmark was established for what was seen as ‘standard construction’.” (M93 study text, 2016). This established benchmark can be compared to ‘non-standard construction’, where modern materials might be...

Then, at the end of the assignment, you can then give the full web addresses used; and the full name of any text books in a reference list.

You can view a brief video on referencing and plagiarism here: https://player.vimeo.com/video/233836696?autoplay=1&show_title=1&show_byline=0&loop=0

Reference list:

Websites:

https://www.homeprotect.co.uk/blog/concrete-home-advice (accessed 24 March 2017).

Reference books:

M93 Commercial property and business interruption study text, Martin briers, Steve Watts, 2016.

FAQs

1. What does coursework involve?

With coursework assessment, rather than sit a traditional examination, you complete three written assignments. These are each up to 2,500 words in length (a 10% increase is acceptable with an absolute maximum word count of 2,750) and all three must be successfully completed (scoring a minimum of 50% in each for AF6 and AF8, and a minimum of 65% in each for J09) 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 examination record, together with 30 CII 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. Why coursework?

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.

In addition to its role in supporting the development and subsequent application of knowledge, coursework assessment offers the potential for greater flexibility in the provision of the Advanced Diploma/Diploma itself. You are no longer restricted to two examination dates per year (April and October), instead being able to enrol for coursework assessment throughout the year and study at your own pace. Furthermore, re-submissions are possible on receipt of results rather than with exams, where you need to wait for the next exam session.

3. 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 50% must be obtained in each assignment for AF6 and AF8, and a minimum of 65% in each assignment for J09. Results will take the form of either 'Pass' or 'Fail'.

Notification of your result in each assignment will be mailed within 40 working days from the date of submission.

You can access your assignments together with additional study support services at revisionmate.com Full login details are sent after enrolment.

4. 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.

For units AF6 and AF8, 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 this deadline to ensure you complete the course in time.

If you miss the deadlines for assignments 1 or 2 your assignment 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.

5. Do I have to submit the assignments in order?

No. You do not have to submit your assignments in sequential order however, for units AF6 and AF8, you must adhere to the deadlines set out in question 4.

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

You may submit assignments as soon as they 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.

FAQs continued

7. How does the CII ensure that the coursework assessment methodology is as robust as examinations?

Use of coursework assessment has become an increasingly popular option among higher education and professional bodies.

While it does not make the same demands in terms of knowledge recall and time constraints as examinations, it brings its own distinct challenges, requiring candidates to explore work-based questions in a detailed and analytical manner. The process requires you to conduct extensive reading and research that must be correctly referenced at all times.

In addition, to eliminate plagiarism and collaborative working, all submissions are run through plagiarism software. Transgression of the rules will result in penalties being applied. These can range from being excluded from the exam unit in question to being excluded from all CII examinations. The exact penalty will depend upon the precise nature of the transgression. Names of those found guilty will also be published. Details of the CII's standard policy on these matters can be found at cii.co.uk/qualifications/assessment-information/coursework-policies/

You are also required to achieve a minimum of 50%/65% in each of the three assignments (as opposed to achieving an overall pass-mark in the exam). This is to compensate for the difference between an exam (closed-book, time-bound and in controlled conditions) as opposed to online assessment (open-book, non time-bound and not conducted in controlled conditions).

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.

Also, do not accept assignments or answer templates from colleagues or training groups, as these may not be the same assignments that you have been assigned on RevisionMate. Answers to assignments you have not downloaded from RevisionMate will not be suitable and will receive zero marks.

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 course in question through to being excluded from all CII assessments. Details of the CII's standard policy on these matters can be found at cii.co.uk/qualifications/assessment-information/coursework-policies/

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?

Assignments will be marked by an assessor and the CII will mail the results within 40 working days of submission. You do not have to wait for the result of one assignment before submitting the next.

11. How long should each assignment be?

The submission should be a maximum of 2,750 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 components outlined on pages 4-6.

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

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 for units AF6 and AF8 (see question 4), 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-submission should 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.

15. How do changes in legislation and regulation affect my coursework assignments?

The questions are set in the context of the syllabus and study text. However, as coursework is research based, candidates can include recent and imminent changes in regulation and legislation as long as it is referenced correctly and relevant to the assignments.