

# Diploma in Insurance

Continuous assessment student guidelines January 2012

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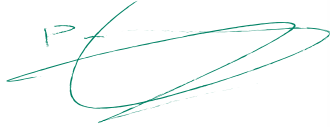
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## CII Diploma continuous assessment guidelines and instructions

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Paul Hine, ACII Chartered Insurance Broker  
Hine Insurance Brokers Ltd

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## Welcome to your CII Diploma continuous assessment (CA) course

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If you have previously studied using a continuous assessment (CA) course from the CII, you will notice some changes to the course you have purchased. For 2012, an enhanced Diploma CA course is now available, featuring a reduced number of assignments and online submission, whilst retaining the benefit of a 10% adjustment to your exam result on successful completion.

**Please ensure that you read the following information carefully, even if you have previously studied using a CA course, to understand the rules that apply.**

## Overview of the course

The Diploma continuous assessment course is a tutor-assisted learning scheme which enables you to undertake a structured learning program, working through the course material in a logical fashion over a period of months, testing your knowledge and understanding along the way. You will be allocated a course tutor, an expert in the field, who will mark your assignments and provide you with valuable feedback on your performance, allowing you to monitor your progress as you work through the course.

The course is based on a set of assignments testing your knowledge and understanding of the CII study text and your wider reading. You must complete and pass all the assignments to successfully complete the continuous assessment course.

Successful completion of the continuous assessment course entitles you to a 10% adjustment of your examination mark. This adjustment is available for the two consecutive exam sessions after your course is completed.

### Main features

The following summarises the main features of the course:

<b>Assignment marking and feedback</b>	This is one of the most valuable components of the continuous assessment course. You acquire the services of a subject matter expert who will mark your work and provide feedback on your performance.
<b>Updating materials</b>	You will receive from us any updating material relating to your course for one year from the date you purchased it. This may include a new edition of the study text and/or replacement pages for insertion into your study text.
<b>Online</b>	Assignments are accessed and submitted online through RevisionMate, the CII's easy-to-use online study support tool.
<b>Nature of assignments</b>	Each assignment is made up of a series of questions based on a particular chapter(s) of the study text and may also refer back to material previously covered. Many assignments include case studies or scenarios. Each assignment has 100 marks.
<b>Number of assignments</b>	<b>Seven</b> , except for units P21, P80, P81, P85 and P86 which have <b>five</b> assignments.
<b>Completion</b>	In order to successfully complete the course, <b>all</b> assignments must be completed and you must achieve a <b>grade B or above on all assignments</b> . If you fail to achieve a grade B or above for any assignment, you will be allowed one re-submission of that assignment.
<b>Online chat and discussion forums</b>	You will be able to discuss issues with other students using the online chat and discussion forums available within RevisionMate.
<b>Enquiry service</b>	For difficulties with particular areas of study, there is an enquiry service, which enables you to contact your tutor to obtain guidance and information. If possible you should first try to find the answer yourself, especially where a work colleague may have the necessary knowledge to assist you. If there are any questions concerning the content of your study text you simply cannot resolve, you can approach your tutor. An enquiry form can be downloaded from <a href="http://www.cii.co.uk/generalinsurance/trainingandlearning/ccandca.aspx">www.cii.co.uk/generalinsurance/trainingandlearning/ccandca.aspx</a> .

# Completing the assignments

The assignments have been designed to test not only your knowledge and understanding of the technical material in the study text but also your ability to interpret and apply this information to practical scenarios. In completing the assignments, you should note that you will often be expected to:

- think beyond what is in the study text in order to apply your knowledge to particular situations; and/or
- draw conclusions based on your understanding of the study text material.

To do this you may need to draw on both your further reading and work experience.

You should also refer to the 'Assumed Knowledge' section of the examination syllabus as you may be required to draw on this knowledge in answering the assignment questions.

## Time allowed

For each assignment, at the top of the page, we recommend the amount of time that you should spend on completing it. This is a guide and you will not be penalised if you spend longer than the recommended time on an assignment; however you should not become 'bogged down' and spend an unrealistic amount of time on any assignment. When working on an assignment, you should divide your time among the questions in order that you will be able to complete them all in the time allowed. This is an essential skill for examination preparation.

## Grammar and punctuation

Marks will not be deducted in the exam for errors in grammar and punctuation; likewise your tutor will not deduct marks for such errors in your tutor-assisted learning course. However, errors will be highlighted and it is important to remember that the assignments and the exam itself are an exercise in communication. You should help the reader by presenting your work as clearly as possible. When answering your assignments, you can take the opportunity to improve your spelling by using a dictionary or spell check and noting the correct spelling and precise meaning.

## Style

Where the questions are case study or scenario based, a bullet point approach is recommended in your answer. It is recommended that you use a simple, direct style of writing. Think about the points that you wish to cover in your answer before you begin and then write them in plain words using short sentences.

You may be asked to present your answer in a particular format, for example, you may be asked to write a report, produce a paper etc.

## Originality

We acknowledge that assignments are completed in 'open book' conditions. Assignment questions are designed to test a variety of specific learning points and require application and analysis, rather than recall of facts. Therefore, all answers should be your own work.

Sections of text must not be lifted from the study text.

In the past it has been our policy to provide model solutions to our workbook assignment questions. Where reference to these model solutions is suspected, this will be investigated.

Anyone found to be plagiarising text will have marks deducted, depending on the severity of the case. Purely plagiarised assignments will be discounted and no marks will be awarded.

Persistent offenders will be disqualified from the continuous assessment scheme.

## Collaboration

We acknowledge that many of our students participate in wider study groups, however, collaboration in the completing of assignments is unacceptable.

If evidence of collaboration is found, students will be asked to re-submit their work in their own words. If the submission deadline has passed, no marks will be awarded. Where collaboration is persistent, students will be disqualified from the continuous assessment scheme.

### Important note

Please note all assignments will be subject to plagiarism detection software checks.

## Submission

All assignments (and any re-submissions) must be submitted for marking by the continuous assessment deadline for the exam session entered, which is usually approximately 6 weeks prior to the exam or by your course expiry date, whichever is sooner. You must check the deadline dates for enrolment and submission, as these will vary from exam session to exam session. The deadline dates are printed in the examination handbook and on the website [www.cii.co.uk/importantdeadlines](http://www.cii.co.uk/importantdeadlines). As a guide, submission deadlines are usually early September for the October exam session and late February for the April exam session.

## Batch submission of assignments

Ideally you should submit your assignments one at a time as soon as you complete them. In order to benefit fully from your tutor's feedback and due to the volume of assignments that your tutor receives you **must not submit more than two assignments** at any one time.

You should complete the assignments in sequence as they follow the learning outcomes and study text sequentially.

# marking, feedback & rules

## Marking and feedback

Tutors aim to mark assignments within 7 working days; however, please note that in the run up to the examinations tutors are always inundated with assignments and delays are therefore likely. Feedback will be given to you for each assignment. You should study your marked assignment with care and see how your answer could have been improved. This is particularly important if you fail to achieve a grade B or above for any assignment, as you will need to act upon this feedback when resubmitting your assignment.

### Important note

You will only be allowed one re-submission for each assignment.

All of our tutors are issued with a marking guide to ensure that marking is consistent and fair to all students. A grade (A–D) will be given for your assignment.

<b>A</b>	<b>75 marks or above</b>
<b>B</b>	<b>60–74 marks</b>
<b>C</b>	<b>50–59 marks</b>
<b>D</b>	<b>49 marks or fewer</b>

# Rules

The continuous assessment scheme operates under the following conditions:

## Enrolment

- Your continuous assessment enrolment will last for a period of one year only.
- If you have a current enrolment for a CII course on a study text and update basis, you can, for a fee, upgrade to continuous assessment.
- If you have previously enrolled on and completed a continuous assessment course, you will not be permitted to re-enrol on a continuous assessment course for the same subject.
- If you have previously enrolled on but not completed a continuous assessment course, you may re-enrol for the same subject and complete the course if your re-enrolment is no more than 6 months after your initial course expiry date. After 6 months, no re-enrolment is permitted.

## Assignments

- All of the assignments must be completed in full and submitted for marking.
- Your assignment must be completed using the answer templates provided.
- The assignments must be your own work (see penalties overleaf).
- All assignments (and re-submissions) must be received by your tutor before the closing date (see current examination handbook) or by the date on which your course expires, whichever is sooner. However, they should not all be submitted together. Assignments should be submitted progressively, in sequence and no more than two at a time.
- Assignments will be graded on the scale as stated.
- You must achieve grade B or above for all assignments.
- If you fail the continuous assessment course, you are not penalised at any exam sitting.
- The CII reserves the right to use plagiarism detection software.

## Adjustment

- If you satisfy all of the continuous assessment requirements, a fixed adjustment of 10% of the overall marks available for that exam, will be added to your exam result;
- The adjustment will be used at the two consecutive exam sessions after you complete the continuous assessment course.
- If you do not enter for the exam during your year of enrolment but do meet the requirements within that year, the adjustment will be used at the first session after your course expires, whether you enter for that session or not.
- If you fail an exam despite the adjustment being added to your paper for the first time, you may use the adjustment at the next available session only.
- If gained, the 10% adjustment is added after the examinations are marked. Therefore, if your confirmation email does not reach you until after the exam date, the adjustment will still be made for that sitting.

## Deferral

- If you decide to defer your entry from the session you initially indicated (and this was the first session where the adjustment was to be used) and do so before the normal fee closing date, you may complete any outstanding assignments by the closing date for submission of assignments for the new session or the date on which your course expires, whichever is sooner and still qualify for the adjustment, providing you meet the requirements. However, as the adjustment can only be used at two consecutive sessions, if you have already been awarded the adjustment once and are entered for the next available session, and decide to defer, the adjustment will not be added to the new exam nor any future exam sessions, unless the deferral is for medical reasons.

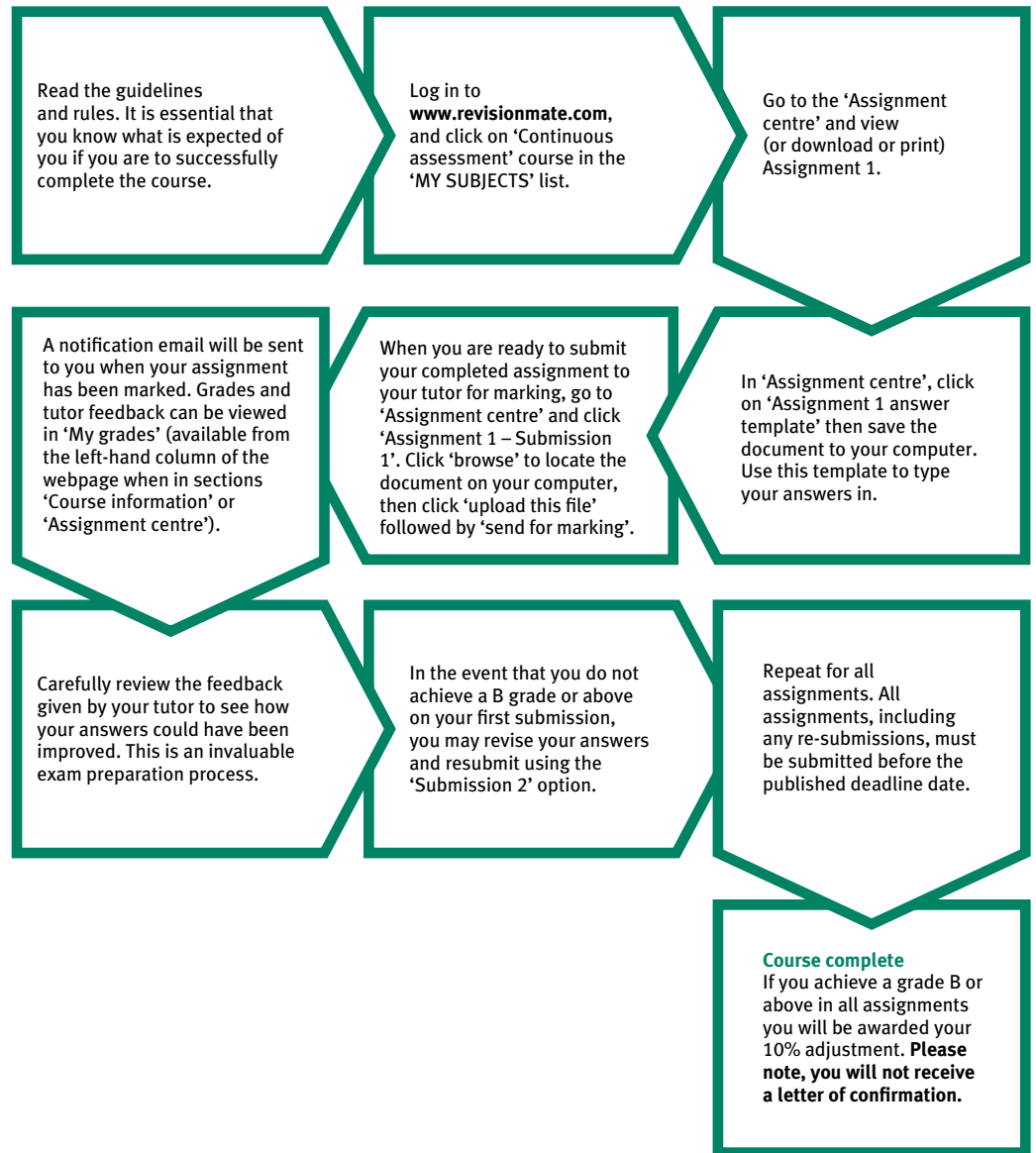
## Medical

- If you are absent on account of illness from an examination in which the adjustment was to be used, upon receipt of medical evidence within two months of the examination, your adjustment will be used at the next available session. If the original entry was your first in which you were to use the adjustment, you will still have the next two consecutive sessions in which the adjustment can be used. However, your tuition enrolment will not be extended

# online system

## Using the online system

The process is outlined in the diagram below:



Follow this four-step process to login:

1. Go to **www.revisionmate.com**
2. Use your CII PIN\* as your login name
3. Use your surname as your password (all in lower case and omit any hyphens or apostrophes)
4. Click 'Login'

\*You can find your CII PIN on any membership or order related communication sent from the CII.

Your continuous assessment course is listed on the homepage in the 'MY SUBJECTS' list (e.g. P92 Continuous assessment), and when selected has two sections:

### Course information

In this section you will find:

<b>How the course works</b>	A diagram of the process from enrolment to completion of the course
<b>Guidelines and rules</b>	An online copy of the information contained in this document
<b>Course chat</b>	An online chat area for continuous assessment course students studying towards the same unit
<b>Questions?</b>	A list of frequently asked questions about continuous assessment and the online system
<b>Useful links</b>	A collection of links to CII and non-CII websites focused on study techniques and distance learning topics

### Assignment centre

In this section you will find:

<b>Assignments</b>	The assignments that comprise the course
<b>Answer templates</b>	The template documents that you must use to type your answers on
<b>Submissions</b>	The place to submit your completed answer templates to your tutor for marking

## Additional features

When viewing the 'Course information' or 'Assignment centre' sections, these additional continuous assessment course features are available from the left-hand column of the webpage:

<b>My grades</b>	A summary of the submissions you have made, grades awarded, and tutor feedback
<b>Calendar</b>	A calendar that you can add your own entries to, pre-populated with important dates and deadlines for your continuous assessment course and exam

## Help using the online system

Each of the features listed above is 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](mailto:revisionmateadmin@cii.co.uk) or use the 'contact us' button on site (general continuous assessment course queries should be directed to CII Customer Service).

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