


Advanced Diploma in Insurance

2011 Student guidelines



About your continuous assessment (CA) course

for units
530, 655, 820, 930, 945 and 960



CII

www.cii.co.uk

about the course



Welcome to your continuous assessment course

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 2011/12, an enhanced CA course is being offered for the units 530, 655, 820, 930, 945 and 960. This course now features a reduced number of assignments (three in total) and online submission, whilst retaining the benefit of a 10% adjustment to your exam result on successful completion.

All three assignments must be completed and assessed as grade C or above in order for you to complete the course successfully. 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.

Please note: the CA courses for these units will only run until 2012. All assignments will need to be completed within your enrolment period, but no later than the submission deadline for the October 2012 exam session. The 10% adjustment, if achieved, must be used at or before the October 2012 exam session.

The CII's tutor assisted learning scheme 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 materials you have received will form the basis of your studies although you are strongly recommended to supplement this with wider reading. The courses are designed to be as user-friendly as possible and there are a number of facilities available to you as a distance learning student:

Assignment marking and feedback

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.

Updating materials

As part of your 12 months' enrolment, an online updating service is available for your study text. You should therefore regularly check www.cii.co.uk/updates for any updates.

Assignments

Assignments consist of three 80 mark case studies. The format of these mirrors the format of the case study set in the exam so this will be good exam preparation. The first assignment broadly covers the first 50% of the learning outcomes and study text; the second the last 50% and the third is all inclusive.

Online

CA for these units uses online submission and marking of assignments through the RevisionMate study support tool.

Marking

Your assignment will be marked using the same mark-grid as that which will be used in the exam. This mark-grid consists of four components: knowledge and understanding (40%), application and analysis (40%), coherent structure/logical grouping of information in your answer (10%) and evidence of the use of relevant examples and further reading (10%).

Nature of assignments

The assignments have been designed to test your knowledge and understanding of the technical subject matter. You will, however, also have to interpret, examine and apply this information. It is very important that you conduct additional reading and that you include relevant examples in your answers.

Syllabus

You should also consult the syllabus for your relevant unit which is shown on the CII website.

Submission

You are encouraged to submit your assignments sequentially as soon as possible so that you can benefit from feedback prior to submitting the next.

Online chat and discussion forums

You will be able to discuss issues with other students using the online chat and discussion forums available within RevisionMate. If you have any other queries about your distance learning course, please contact Customer Service on 020 8989 8464.

Using the online system

The course material and submission facility is accessed online through RevisionMate, the CII's easy-to-use online study support tool.

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. 945 Continuous assessment), and when selected has two sections:

Course information	
In this section you will find:	
How the course works	A diagram of the process from enrolment to completion of the course
Guidelines and rules	An online copy of the information contained in this document
Course chat	An online chat area for continuous assessment course students studying towards the same unit
Questions?	A list of frequently asked questions about continuous assessment and the online system
Useful links	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:	
Assignments	The three compulsory assignments that comprise the course
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 answer templates and confirm you wish to submit them for marking by your tutor

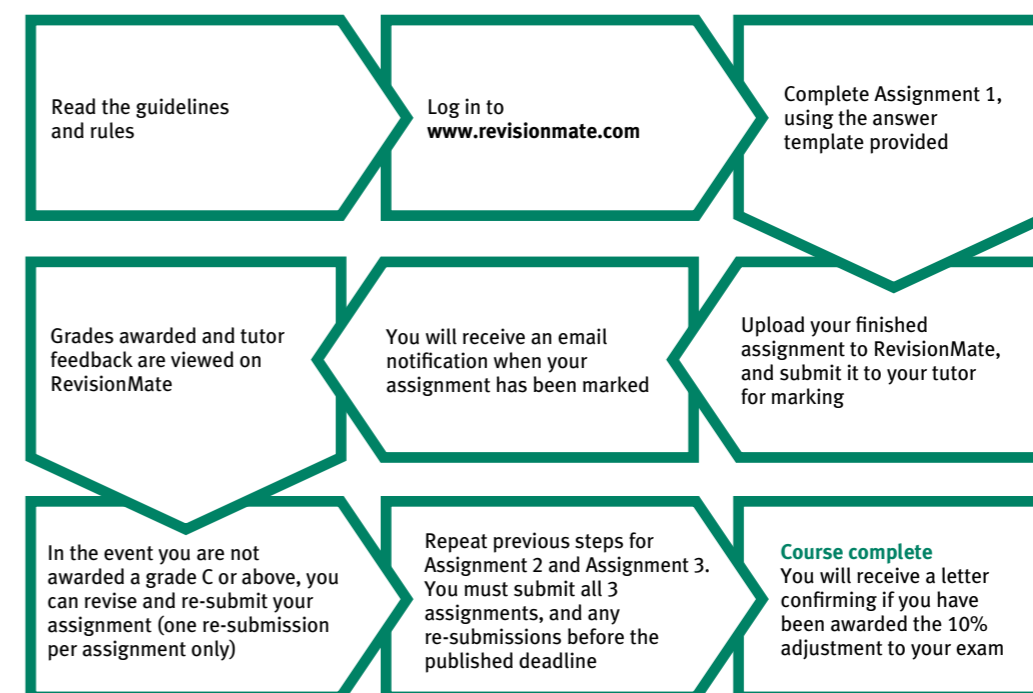
Additional features

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:	
My grades	A summary of the submissions you have made, grades awarded, and tutor feedback
Calendar	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 or use the 'contact us' button on site (general continuous assessment course queries should be directed to CII Customer Service).

An overview of the process from enrolment to completion



Rules

- You must purchase the relevant continuous assessment course from the CII. (You can, for a fee, upgrade to continuous assessment if you have previously bought the study text on a study text with updates basis.)
- Your assignment must be completed using the answer templates provided.
- Your answer must be in the format asked for in the assignment, for example, you may be asked to write a report, produce a paper, etc.
- You are free to 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 (see penalties overleaf).
- You must successfully complete all three assignments with a minimum of a grade C for each of these.
- If you fail to achieve a grade C or above for any assignment, you will be allowed one re-submission of that assignment. You will be allowed only one re-submission for each of the three assignments. Your tutor will give you feedback after each submission.
- If you are successful the 10% adjustment to your examination must be used at or before the October 2012 exam session.
- You should complete the assignments in sequence as they follow the learning outcomes and study text sequentially.
- You should conduct reading and research prior to starting your assignment. Aim to spend no more than 90 minutes writing your actual assignment as this is the time allowed for a similar question in the exam. This discipline will enable you to mirror this in the actual examination.
- You must submit all three assignments and any re-submissions for marking by the continuous assessment deadline for the exam session entered. This is approximately 6 weeks prior to the exam. Deadlines are published at www.cii.co.uk/importantdeadlines.
- You should check your grammar, spelling and punctuation prior to submission. Although marks are not deducted for errors, 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.
- All submissions are analysed using plagiarism software.
- In submitting assignments you are declaring the authenticity of your work.

Penalties for malpractice

Plagiarism

Where evidence of plagiarism is conclusive, the assignment will be discounted and no marks will be awarded. Persistent offenders will be disqualified from the continuous assessment scheme.

Copying text from course material

We acknowledge that assignments in our distance learning courses may be 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 copied from the study text.

Anyone found to be plagiarising text will have marks deducted, depending on the severity of the case. Purely plagiarised assignments will not count towards the continuous assessment course.

Collaboration

We acknowledge that many of our distance learning students participate in wider study groups; however, working with another person to write assignments is unacceptable. Your answers must be your own and in your own words.

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.

Late submission of assignments

Assignments received by tutors after the specified deadline will be marked and returned, however the marks will **not** count towards the continuous assessment course.

Non-completion of the course

Students who fail to **convincingly** complete the three assignments will not gain the 10% adjustment to their examination mark.

Marking and feedback

Your assignment will be marked by your tutor and returned to you within 21 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. 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.

The grades correspond to the marks obtained:

A	75% and over (60 marks and above)
B	60–74% (48 to 59 marks)
C	50–59% (40 to 47 marks)
D	49% and below (39 marks or fewer)

Tutors will provide a grade for each of the three assignments. Providing all of your assignments (and any re-submissions) have been submitted by the course deadline date, an email will be sent to you prior to your exam confirming whether you have passed or failed the CA element of your course (i.e. gained at least a grade C in all three of your assignments).

You are advised to save copies of your assignments until after you have sat your examination(s) and have received confirmation of the result of the CA course.

We recommend that you have a look at the specimen exam guides that have been produced for these units for the 2011 exam sessions. These are available for free on the CII website (www.cii.co.uk) under Advanced Diploma in Insurance in the Qualifications section. These guides will give you an indication of the depth and style of answer required for case study based questions.

Your feedback

We do hope that you enjoy the course and would value any comments you may wish to make. If you wish to provide feedback, a form can be downloaded from the CII website www.cii.co.uk/ca and sent to the address on the form. We will also be providing a specific feedback survey for these CA courses within RevisionMate in the near future.

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 apply to exams sat after you successfully complete the CA course, but will only be applied to exams sat up until October 2012 .**
- 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 up until October 2012 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.

Please note the following rules which also apply to this scheme.

Deferral

- If you decide to defer your entry from the exam session you initially indicated (and this was the first exam 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 exam session or the date on which your course expires, whichever is sooner, and still qualify for the adjustment, providing you meet the requirements. However, this adjustment must be used at or before the October 2012 exam session.

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 2 months of the examination, your adjustment will be used at the next available session (but not after October 2012).

Additional advice

Word count–The word count indicated on each assignment is for guidance only. This is to give you an indication of the depth and breadth of the answer required and you will not be penalised simply for going over or under the indicated word count. You should bear in mind however that if your submission is significantly below the indicated word count then this may indicate a lack of breadth and depth in your answer.

Additional reading–Remember that a portion of the mark is allocated for additional reading and the use of relevant examples. You are encouraged to read further in-line with guidance in the study text and bring relevant workplace examples into your answers.

Discussion forum–You are encouraged to make full use of the RevisionMate student discussion forum, especially useful for sharing relevant experiences and good reading materials encountered.

The exam–The continuous assessment course is designed to help you prepare for the exam and it is important that you read your feedback carefully to ensure that you maximise your learning opportunity and are better prepared for the exam.

However, it is important to remember that continuous assessment assignments are completed under different conditions to exams. The key differences are open book vs. closed book, time allocation, typed vs. hand-written and word count. (For example, the word count in continuous assessment assignments is more than that required in exam answers to allow you to sufficiently cover the syllabus learning outcomes and associated study text chapters.) Even if you score exceptionally well in your assignments, you should continue to study hard as the exam conditions are different and more demanding.

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