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995 Coursework FAQs

Coursework
support
Version 1.0
December 2020

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What does coursework involve?

With coursework assessment, rather than sit a traditional examination, you complete three written assignments. Each assignment has a stated word count to which you must adhere (a 10% increase is acceptable as an absolute maximum). All three must be successfully completed to achieve a pass in the unit - you will find the minimum pass mark for your unit in your RevisionMate course and enrolment email.

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.

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 able to enrol for coursework assessment throughout the year and study at your own pace. Furthermore, re-submissions are possible on receipt of results.

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 or produce a paper depending upon the question and the topics being assessed.

Results will take the form of either 'Pass' or 'Fail'. Notification of your result in each assignment will be e-mailed within 40 working days from the date of submission.

What are the timescales and deadlines involved?

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

- 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 within 12 months of your enrolment
- Any re-submissions – these need to be submitted within 12 months of your enrolment

You can find your actual assignment deadlines for your unit in your RevisionMate course, as well as the email you receive upon enrolment. These deadlines are final, and we encourage you to submit before the dates to ensure you complete the course on time.

If you miss an assignment deadline 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.

Do I have to submit the assignments in order?

No. You do not have to submit your assignments in sequential order, but you must adhere to the assignment deadlines in your unit.

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.



Important: Please remember to leave yourself enough time to submit assignment 2 and assignment 3 before their deadlines



Important: Any re-submissions will need to be submitted within 12 months of enrolment.

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 all of your assignment submissions and to complete any re-submissions if required.

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 the same 40 working day maximum to mark re-submissions as for first submissions.

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

Use of coursework assessment has become an increasingly favoured 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. Coursework requires 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 analysed, discussed and 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 coursework unit in question to being excluded from all CII assessments. 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 www.cii.co.uk/learning/qualifications/assessment-information/before-the-exam/coursework-policies/

A minimum of 40 marks out of the available 80 (50%) must be achieved for **each** of the three assignments, to obtain an overall pass, as opposed to achieving an overall pass-pass as you would in an 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).

Are candidates able to work collaboratively on their answers?



Important: 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 www.cii.co.uk/media/10125369/authenticity_rules.pdf

All assignments will be run through plagiarism software.

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.



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

How long should each assignment be?

Each assignment has a stated word count to which you must adhere (a 10% increase is acceptable as an absolute maximum).

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 notify you of your result by email within 40 working days of submission.

How are marks allocated?

Marks are allocated across the 4 areas of Knowledge, Analysis, Structure and Examples.

Note: Summary feedback codes, on the basis of the marking grid, will be given to all candidates.

How do changes in legislation and regulation, or tax years, 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.