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Mixed assessment FAQs

Coursework
support
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Why mixed assessment?

We believe that this assessment format offers a range of benefits; the coursework element supports more in-depth study of the subject, encourages candidates to draw on and apply experiences gained in the workplace and removes some of the pressure associated with 100% testing by examination. It also gives candidates greater flexibility with their studies since they are able to complete the coursework element within six months and the multiple choice exam element within the 18 month enrolment period.

There is no impact to the study material as a result of the change to mixed assessment. You will be provided with a printed copy or ebook of the study material, with updates for 18 months from the date of purchase. You will also have access to an electronic copy of the study text online. In addition, examples of completed coursework and MCQ exam will be provided.

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).

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.

Will I be able to take the multiple choice question exam (MCQ) any time?

MCQ exams are available weekly at UK and non-UK exam centres or via remote invigilation in a suitable location of the candidate's choice 24 hours a day, 7 days a week (subject to availability). Both options are subject to availability.

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/.

Do I have to complete the two assessment components in a particular order?

The coursework must be completed within 6 months of enrolment. Candidates may complete the components in any order, provided the course deadlines are met. The MCQ component must be completed within 18 months of enrolment. This includes all re-submissions of coursework or re-sits for exams.

I haven't written an essay since leaving school/sixth form/university and I'm nervous I won't be able to produce answers to a sufficient standard. What support will be available to help me with essay writing and structuring?

As with all of its different assessment methodologies, the CII provides candidates with comprehensive support to give the best chance of successfully completing this first time. An example of completed coursework, which will show you the type of questions that will be asked and the level and complexity of answers required, is available on the unit page on the CII website and on RevisionMate. Coursework is not about writing theoretical essays, but about the application of knowledge. Therefore it is about applying the learning outcomes to typical scenarios that you would encounter in the workplace.

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).

Can I redo the coursework or MCQ exam if my mark is below a pass?

Yes, you will be able to purchase either a re-submission for the coursework or a re-sit of the MCQ exam within the 18 month enrolment period.

This will be considered in the same way as a fail under the existing examination process.

How long will I get to complete and submit coursework online?

You will have an 18 month enrolment period. The coursework submission must be submitted within the first six months of enrolment. Depending on your study patterns you could choose to submit at any time during these six months. If you are unsuccessful in your first coursework submission you can purchase a further re-submission (within the 18 month enrolment period).

Please note that a maximum of two coursework assignment re-submissions may be purchased.

When will I receive my coursework result?

Your result will be available in your MyCII account within 40 working days from submission. You will receive the number of marks awarded for each question.

What happens if I fail to get my coursework in on time?

The timescale for submission will be strictly adhered to. If the coursework element is not submitted in time, this will result in a timed-out notification. You will be able to purchase a resubmission if this is within the original 18 month enrolment period. Outside this period you would be required to purchase a new enrolment. Credit for any exam sat will not be transferable to a new enrolment.

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 18 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.

If I'm unsuccessful in any of my coursework assignments, can I request a review of my coursework assignment marking?

Yes. Requests for a post-results review of marking should be made to Customer Service, and you must apply within 35 days of your assignment's result release. A fee is payable for this service. Visit www.cii.co.uk/learning/qualifications/assessment-information/before-the-exam/coursework-policies/ for full details.

Please note, however, all coursework assignments are marked by at least two markers, and moderated before results are released.

Do I need to pass both components of the assessment within the 18 month enrolment period?

Yes. You need to pass both components, including any coursework re-submissions or exam re-sits, within the 18 month enrolment period. It is a requirement of the course to finish within the enrolment period, passes from one component of mixed assessment cannot be carried over to another session.

Can I calculate my score by averaging the percentage feedback I received for my multiple choice exam?

No, you cannot calculate your score by averaging the percentage given in your feedback. Learning outcomes are weighted according to a test specification. The general insurance and financial services syllabus and test specifications can be found at cii.co.uk/qualifications within each qualification section. The feedback shows, for each learning outcome (or group of learning outcomes), the percentage of questions you answered correctly. For further information on your result and feedback please go to the CII website.

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.

A new edition of the study text has been made available part way through my enrolment. Which edition of the study text should I use?

You should use the edition of the study text that corresponds to your exam syllabus year. You are welcome to use the study text you receive or an updated addition for coursework.