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# Mixed assessment FAQs

Coursework  
support  
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## Contents

<i>Mixed assessment FAQs</i> .....	4
<i>Why mixed assessment?</i> .....	4
<i>Why coursework?</i> .....	4
<i>Will I be able to take the multiple choice question exam (MCQ) any time?</i> .....	5
<i>How does the CII ensure that the coursework assessment is as robust as examinations?</i> .....	5
<i>Do I have to complete the two assessment components in a particular order?</i> .....	6
<i>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?</i> .....	6
<i>How long should each assignment be?</i> .....	6
<i>Can I redo the coursework or MCQ exam if my mark is below a pass?</i> .....	6
<i>How long will I get to complete and submit coursework online?</i> .....	7
<i>When will I receive my coursework result?</i> .....	7
<i>What happens if I fail to get my coursework in on time?</i> .....	7
<i>How many times can an assignment be re-submitted?</i> .....	7
<i>If I'm unsuccessful in any of my coursework assignments, can I request a review of my coursework assignment marking?</i> .....	8
<i>Do I need to pass both components of the assessment within the 18 month enrolment period?</i> .....	8
<i>Can I calculate my score by averaging the percentage feedback I received for my multiple choice exam?</i> .....	8
<i>Are candidates able to use AI?</i> .....	9
<i>Do I need to keep drafts of my assignment?</i> .....	9
<i>How many drafts do I need to keep?</i> .....	9
<i>Are candidates able to use a proof-reader?</i> .....	10

*Are candidates able to work collaboratively on their answers? ..... 10*

*Why am I being asked to attend a randomly selected authenticity interview? ..... 11*

*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? ..... 11*

## 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.

To ensure the originality of assignments, all submissions are run through Turnitin plagiarism detection software. Having an assignment written for you (by another person or an AI), or taking content and passing it off as your own is against the rules – if authenticity rules are found to be broken then penalties will be applied. Penalties may mean being excluded from the unit in question, or from all CII assessments and the publishing of the names of those found guilty. The CII also reserves the right to return assignments for redrafting. The CII reserves the right to contact learners, following the submission of their assessment, to verify their identity and ensure that it has been written by that learner. Learners must participate and cooperate with any interview or investigation to establish their identity and/or the authenticity of their work. 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/](http://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 63 calendar 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 63 calendar 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/](http://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.

## 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](http://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 use AI?

You must not use AI tools to generate content (any part of an assignment response, question response or essay) and submit it *as if it was your own work*. As with any content which is not your own original material, you should make it clear where such content appears (by putting it in italics) and citing where it has come from - but please be aware that citing from a Chat AI will not gain credit in the same way that citing a primary source and commenting upon it would, as it does not demonstrate your own research or understanding. You must not use AI to structure or re-structure your assignment. Full guidance on AI and CII assessments can be found in the assessment rules within the [assessment rules and policies](#) page. 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. All assignments will be run through plagiarism software.

## Do I need to keep drafts of my assignment?

Learners must keep copies of their assignment drafts which show the progression of their assignment from initial draft to final submitted version. In the event of an allegation or evidence that may challenge the authenticity of your submitted assignment, you will be asked for and must provide copies of your drafts.

## How many drafts do I need to keep?

Where there are grounds to question the authenticity of your submitted assignment the more evidence you can provide to show you composed the original content of your assignment yourself, the better. Therefore you should retain your drafts as you construct your assignment. As well as keeping these drafts, if you are using any kind of AI writing tool such as Grammarly, you should keep a full "clean" draft of your assignment prior to using the AI writing tool.

## Are candidates able to use a proof-reader?

A proof-reader may be used to check for consistency and accuracy in grammar, spelling and punctuation. There are restrictions on who may be a proof-reader and rules on the evidence you need to keep and what they can give guidance on, please read the [assessment rules and policies](#). Proof-readers may make suggestions which have a detrimental impact on your assignment, this applies to both people and AI (see FAQ above). 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. All assignments will be run through plagiarism software.

## Are candidates able to work collaboratively on their answers?

Do not accept assignment questions or answer templates from colleagues or training groups, as these may not be the same assignment questions that you have been assigned on RevisionMate. Answers to assignment questions 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 (including AI – please see FAQ above), it must be fully referenced. Under no circumstances should you allow another individual access to any of your assignment answers except a proof-reader to check for consistency and accuracy in grammar, spelling and punctuation (see FAQ above). 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. All assignments will be run through plagiarism software.



### Important:

We acknowledge that you may undertake a formal study programme with colleagues. However, working with another person to write assignments is **not acceptable**.

## Why am I being asked to attend a randomly selected authenticity interview?

You may be asked to take part in a randomly selected authenticity interview. Please note that selection for these is random and no individual is singled out – we conduct these interviews to maintain the integrity of our qualifications. The interview does not add marks or take marks away from your assignment result; nor does it indicate that we have a specific concern about your work. The purpose is to verify that the assignment has been written by you, by asking you to talk through it. If selected, you must attend. You will need to complete a short reflective task prior to the interview. The interview itself will be a short discussion on some of the areas of your assignment, how you researched and wrote it and may cover how your approach might change if the specifics of the questions were to change - you can refer to your assignment in the interview.

We will work with you to find a mutually convenient time for the interview and in the event that the interview process results in a delay to your assignment result, we will extend your enrolment and any remaining deadlines proportionately.

Please be aware that if you are selected for an interview, results will be withheld until an authenticity interview is completed.

In the rare instance that the interviewer is not satisfied that you have demonstrated your understanding of your own assignment, then supplemental assessment work may be required before a grade can be awarded.

## 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 edition for coursework.