

Chartered
Insurance
Institute

Standards. Professionalism. Trust.

Guide to submissions (FP coursework) Coursework support



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Submission checklist

☐ **Have you answered the assignment available to you on RevisionMate?**

You should always download directly from your RevisionMate course – you must not accept assignments from colleagues, workshops or any other source.

☐ **Have you answered the question using guidance from the assignment walkthrough?**

An assignment walkthrough is available on RevisionMate in the Assignment Centre

☐ **Have you reviewed the marking-grid for your assignment?**

Please be aware, the majority of marks are available for application and analysis.

☐ **Have you double-checked all your calculations are correct and shown your workings?**

☐ **Does your appendices only contain supplementary or supporting information?**

Appendices must not introduce new information that was not referred to within your assignment.

☐ **Are you within the word count as stated on the assignment answer template?**

☐ **Is your assignment referenced correctly?**

All material taken from study texts, websites and cash-flow modelling (or anywhere else) should be in *italics* so that it is clear you are not passing it off as your own. Whenever material that is not your own is used, please cite where it was sourced from in brackets.

☐ **Have you checked your spelling, grammar and punctuation, and proof-read your answer?**

The assignment should be readable for markers so they can easily understand the intention behind your answer.

☐ **Have you used the correct assignment answer template?**

☐ **Have you used Arial font size 11 throughout your answer?**

☐ **Is your assignment free of any personal information?**

Your assignment should **not** include your name, CII PIN or anything that identifies you.

☐ **Have you kept copies of your assignment drafts which show the progression of your assignment from initial draft to final submitted version?**

This is how you can show the assignment content is your own original work should it trigger AI detection software.

Resubmission guidance

Understandably, you will be disappointed if you fail your assignment. We appreciate that you have spent many hours working on your assignment, and it can be difficult to step back and see where you have gone wrong.

There are various guidance documents on RevisionMate that can help you prepare your assignment including:

- Assignment walkthrough
- Approach to coursework assignments
- Research skills
- Writing an original assignment

The aim of this guidance is to assist you in preparing your resubmission. To critically self-review your assignment you should cross-reference the feedback comments given in your Turnitin Originality report, this guidance document, the marking grid for your unit and the specimen assignment – you may find it helpful to have all these documents open along with your Booking and results section on MyCII.

If you would like any further feedback to the information provided in your MyCII account, the CII offers a post results review service. This is a review of the original marking and provides you with a report on areas for improvement. The post results review feedback would be brief and gives a limited outline of the areas where you performed well. The feedback is not comprehensive, as any detailed feedback could result in some candidates receiving an unfair advantage in their resubmission.

Key questions to ask yourself

Am I answering the question being asked?

A common mistake is for candidates to provide a perfectly good answer to a different question. Please remember marks can only be awarded for answers which focus on the key requirements and scope of the questions.

☆ Important

Key re-submission action 1

Make sure you use the guidance in the assignment walkthrough to help you answer the exact question set by the examiners.

Key re-submission action 2

Make sure you follow any specific instructions that could narrow your response e.g. specified client circumstances.

Key re-submission action 3

Make sure you have considered the issue of longevity in any recommendations. The submissions should be clear and unequivocal in terms of which product(s) are providing the income each year and the impact of any taxation must be clearly stated.

Key re-submission action 4 (for AF8 & J09)

Make sure you have not adjusted the figures given in the fact-find and your recommendations take into consideration all issues such as taxation and the use of any relevant allowances. Make sure that you provide calculations and detailed justification for any options or strategies that you recommend.

Is my assignment technically accurate?

It is important to check that your assignment is technically accurate and reflects appropriate tax rates and current regulations. As coursework assignments are often completed over extended periods of time, it is perfectly acceptable to use the regulations and tax rates in force for the previous/current tax year or the new tax year. You will not be penalised in any way, based on your choice of tax year. Please make sure that you identify your chosen tax year at the start of your assignment so the examiners can understand which tax rates you have chosen to use.

It is easy to mix up tax rates from different years and ignore changes in legislation – you should make sure the tax year you use is consistent throughout your assignment. If you have received a low score for knowledge and/or application, there may be a serious technical error or multiple errors. Feedback comments on your Turnitin Originality report will alert you to where there is a serious technical error, but you will need to identify and correct these independently.

Additionally, if you have any calculations, please double-check that they are correct and make sure you show your workings.

Have I considered the information supplied in the Fact-Find and applied this to my assignment (for AF8 and J09 only)?

Candidates will not be rewarded for providing generic information. Your written assignment should relate specifically to the clients and the detail supplied in the Fact-Find.

☆ Important

Key re-submission action 5

Check that the commentary you've provided matches the detail set out in the Fact-Find, ensuring that all information which would have an impact on either the tax status of a client or the affordability of a certain solution or course of action is included.

Have I provided adequate relevant examples and/or further reading?

A common mistake is for candidates to carry out a great deal of research but provide no evidence of this.

☆ Important


Key re-submission action 6

All material taken from study texts and websites (or anywhere else) should be in *italics* so that it is clear you are not passing it off as your own. Whenever material that is not your own is used, please cite where it was sourced from in brackets. Guidance on referencing can be found in the document Writing an original assignment in the Coursework Support Centre on RevisionMate.

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