

Chartered
Insurance
Institute

Standards. Professionalism. Trust.

Guide to submissions (mixed assessment)

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 using the correct key word from the assignment?**

Definitions for the key words are available in the glossary in the specimen paper and at the end of the assignment answer template.

☐ **Have you answered all 10 questions?**

You must answer all 10 assignment questions and submit them at the same time – you can only upload a single document and we cannot accept additional documents sent by email

☐ **Have you linked your answer to the company the assignment is based on?**

Your assignment should continually link back to the company when answering the question scenarios.

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

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

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

☐ **Is your assignment referenced correctly?**

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.

☐ **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?**

The assignment answer template can be downloaded from the submission area on RevisionMate.

☐ **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.

The specimen paper includes various guidance that can help you prepare your assignment including:

- Which Learning Outcome(s) the questions are based on
- How the Learning Outcome(s) link to the syllabus
- The maximum number of marks available for each question
- Top tips for answering coursework questions
- Deconstruction of the specimen paper
- Glossary to understand what the key words are asking you to do

The aim of this guidance is to assist you in preparing your resubmission. To critically self-review your assignment you should cross-reference your assignment, this guidance document 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 that you are focusing on the key words in a question to help you answer the exact question set by the examiners. Definitions for the key words are available in the glossary in the specimen paper and at the end of the assignment template.

Key re-submission action 2

Make sure your answer links to the correct Learning Outcome(s). The specimen paper maps the Learning Outcome(s) to the relevant chapter(s) of the study text.

Key re-submission action 3

Make sure your answer relates back to the context provided and follows all the requirements in the question.

Is my assignment technically accurate?

It is important to check that your assignment is technically accurate and reflects appropriate areas of the law and current legislation. As coursework assignments are often completed over extended periods of time, it is easy to miss changes in legislation.

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

Have I written enough?

The specimen paper and the assignment template will give you the maximum number of marks available for each question. For example, a 30-mark question requires more breadth than a 10- or 20- mark question. The maximum word count for each assignment is provided in the assignment template. We recommend that you make sure you are working to the word count – for example, a 10-mark answer which has 100 words may not score as highly as it won't focus on the key requirements and scope of the question. Candidates should also make sure they have answered all 10 questions to give themselves the best chance at succeeding in their assignment.

Have I provided adequate referencing?

For any content taken from a source, including the study text, please make sure that you:

- put this content 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.
- the content is relevant to the assignment question you are answering. You should be cautious of overreliance on generic material.
- have included your own comment and analysis and related this back to the assignment question.

☆ Important


Key re-submission action 4


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 Mixed Assessment Support Centre on RevisionMate.

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