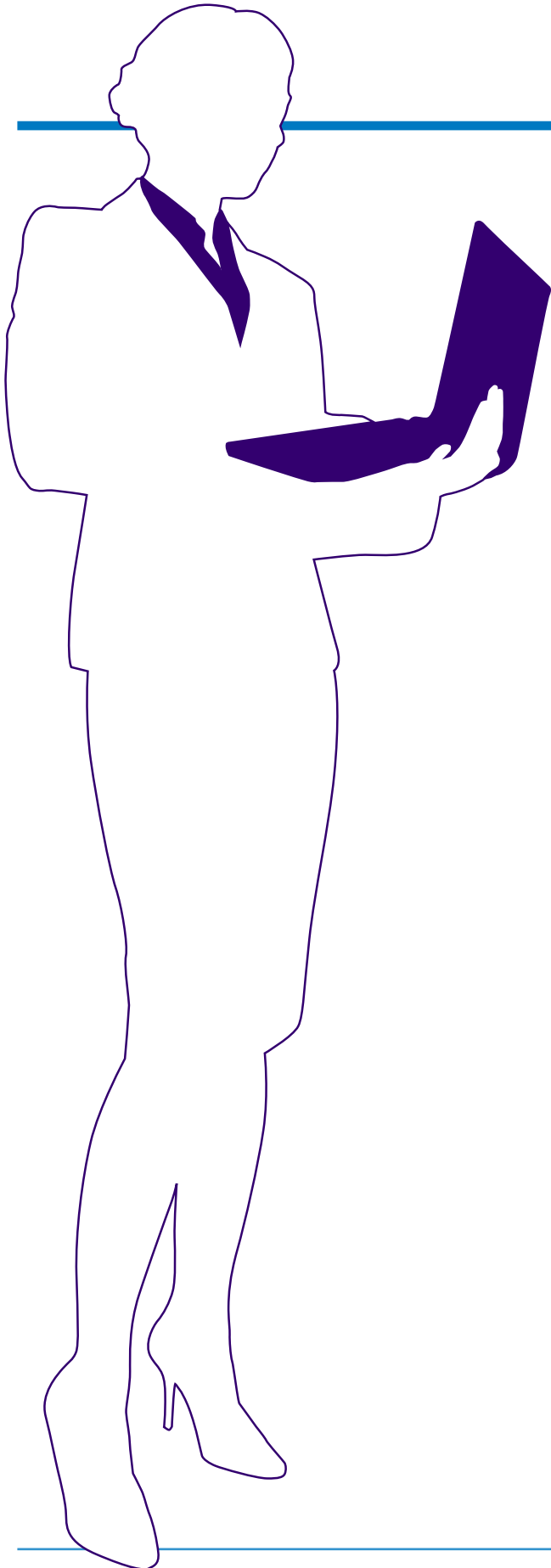


CII Certificate in Paraplanning



Coursework assessment guidelines and instructions

(J09) Paraplanning



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Important note:

To ensure you are fully aware of the requirements of the course, we strongly recommend that you familiarise yourself with the content of this document before enrolling for unit (J09) Paraplanning.

The Chartered Insurance Institute (CII) Professionalism in practice

As the premier professional body for the financial services profession, the CII promotes higher standards of integrity, technical competence and business capability.

With over 115,000 members in more than 150 countries, the CII is the world's largest professional body dedicated to this sector.

Success in CII qualifications is universally recognised as evidence of knowledge and understanding. Membership of the CII signals a desire to develop broad professional capability and subscribe to the standards associated with professional status.

The CII works with businesses to develop bespoke, company-wide solutions that ensure competitive advantage by enhancing employees' technical and professional competence.

Individually, CII's members are able to drive their personal development and maintain their professional standing through an unrivalled range of learning services and by adhering to the CII's Code of Ethics.

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Contacting the CII

If you have any queries regarding the information in this brochure please contact Customer Service.

The CII is committed to delivering a first-class service and, to this end, we welcome feedback on any aspect of your relationship with our organisation.

Please forward any views you may have on the service you receive, whether they are positive or otherwise.

We take all such comments seriously, answer them individually, and use them to help ensure that we continually improve the service we provide.

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Coursework assessment overview

Coursework involves the submission of three written assignments, all of which must be successfully completed within the 12 month enrolment in order to achieve a pass. This means that all assignments, plus any re-submissions, must be submitted to the CII during the 12 month period.

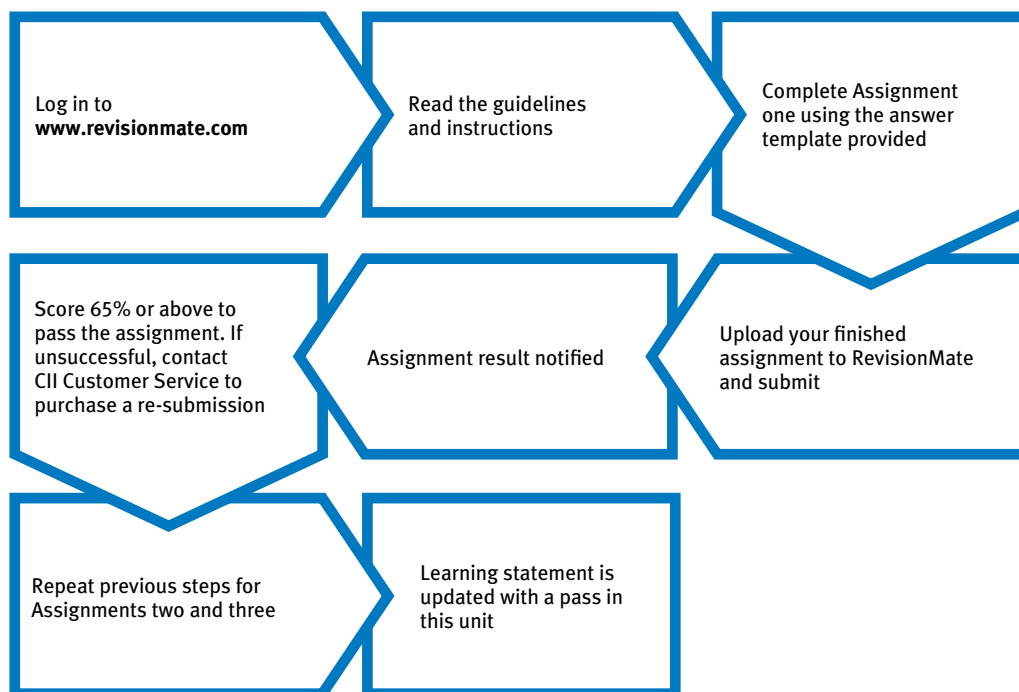
'Successful completion' is where you obtain a minimum of 65% of the available marks for each of the three assignments. There is no exam element with this course.

Upon successful completion a pass in unit J09 will be added to your CII examination record together with 30 Diploma level credits.

Coursework assessments involve the application of knowledge to work-related questions. They require you to explore issues in the workplace relevant to paraplanning. The aim is that you should thereafter be able to apply this learning in the workplace.

What does coursework involve?

The process is outlined in the flow diagram below:



All three assignments must be successfully completed within the 12 month enrolment period in order to achieve a pass in the unit.

This means that all assignments, plus any re-submissions, must be submitted to the CII during the 12 month period. If all three assignments are not completed within the 12 month period, candidates will need to re-enrol and complete three new assignments.

Coursework assignments vary in their requirements. For example, you may have to apply knowledge, undertake research or write a paper.

A minimum of 65 marks (65%) must be obtained for each assignment. Results will take the form of either 'Pass' or 'Fail'.

Notification of your result in each assignment will take up to eight weeks from the date of submission.

In the event that you fail an assignment two options exist:

1. Submit a reworked assignment. An additional fee of £113/£151 member/non-member is payable. An eight week marking period will apply to re-submissions. Two re-submissions per assignment may be made. All re-submissions must be completed and submitted within the 12 month enrolment period.
2. Request a review of the marking of your assignment. Each assignment is restricted to one review. An additional fee of £79 and a seven week review period applies. Details will be provided with assignment results.

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Coursework marking criteria

The coursework assessor will assess the three items of coursework on the basis of:

- **Knowledge and understanding of the topic (30%)** – this is the factual foundation of the assignment. The essential facts should be accurate and broad enough in their scope to allow further application.
- **Application and analysis of the topic (45%)** – this is the way in which you analyse/examine the factual information and how you interpret this information to add value to your answer (this could be in the form of conclusions, solutions, recommendations, etc). It is also important to remember that the assessor must logically be able to follow the information in assignment submissions.
- **The structure in terms of logic and coherence (20%)** – submissions should have a clear start and a clear end. Information within submissions should also be logical and well grouped.
- **The use of relevant work examples and/or examples gained from further reading (5%)** – suggestions for further reading are contained within the study text and shown on the unit syllabus. These reading lists are not exhaustive and candidates are encouraged to read further.

This table contains a detailed breakdown of the assessment methodology:

Knowledge and understanding (includes accuracy and completeness of facts) Mark weighting 30% of the 100 available marks

Almost all points of content identified and clearly explained	Most points of content identified and described in some depth	Some points of content identified	Few points of content identified
24–30 marks	18–23 marks	8–17 marks	7 marks or fewer

Application and analysis Mark weighting 45% of the 100 available marks

Deep understanding shown of the underlying concepts and their application	Essential understanding shown of underlying concepts and their application	Restricted understanding shown of the underlying concepts and their application	Little understanding shown of the underlying concepts of their application
36–45 marks	29–35 marks	12–28 marks	11 marks or fewer

Coherent structure Mark weighting 20% of the 100 available marks

Answer is coherently structured	Answer is mostly coherently structured	Answer is limited in coherent structure	Answer is insufficiently coherent in structure
16–20 marks	11–15 marks	5–10 marks	4 marks or fewer

Evidence of the use of relevant examples and/or further reading to support answers Mark weighting 5% of the 100 available marks

Considerable evidence demonstrated of the use of relevant examples and further reading to support the answer	Evidence demonstrated of the use of relevant examples and further reading to support the answer	Little evidence demonstrated of the use of relevant examples and further reading to support the answer	Very little evidence demonstrated of the use of relevant examples and further reading to support the answer
5 marks	4 marks	3 marks	2 marks or fewer

Note: Feedback on the basis of the marking grid will be given to all candidates.

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Completing coursework assignments

The CII study text for the unit provides the foundation for your studies, although you will need to supplement your knowledge with wider reading.

The assignments have been designed to allow you to interpret and apply information within the context of your workplace or a workplace with which you are familiar. It is very important that you read the study text and undertake additional reading and that you include relevant examples in your answers.

The specified word count for each assignment is 3,000 words, although answers up to 3,300 words will be accepted without penalty. Assignments that exceed 3,300 words will automatically incur a deduction of 10% of the available marks.

If an assignment is made up a number of questions/sections, a suggested word count will be provided for each element.

The word count does not include diagrams, which you are free to use in your answer. However, it does include text contained within any tables that you use.

There is no minimum word count. However, to answer the assignment in full and secure a pass, answers typically need to be close to the specified 3,000 words.

The reference list is not included in the word count.

You are required to use the typeface Arial (size 11pt).

We recommend that you study the specimen coursework assignment question and answer paper that is available for your selected unit. This can be found in the assignment centre on RevisionMate – details on how to access this can be found on page 8. This indicates the style of question that will be asked and the depth of answers required.

We recommend that you use headings, bullet points, graphs and diagrams where relevant to enhance readability and the quality of your work.

The assignments must be your own work and, in submitting them, you are declaring the originality of your work. For this reason important rules apply to the **referencing** of your coursework and in respect of possible **plagiarism** and **collaborative** working. Full details on each of these are provided on **page 6**.

It is essential that you adhere to these rules when completing your coursework. Failure to do so will result in penalties being applied which could include not only in your exclusion from this unit but from all CII examinations.

Please note that you do not need to have received your results from one assignment before you submit the next.

A unit pass will only be awarded where all three coursework assignments are successfully completed.

Study support

As part of your study enrolment you gain access to the following study support:

- **Exam unit syllabus** – this sets out the learning outcomes that will be assessed in the coursework and lists other published material in the form of additional reading, reference works and periodicals.
- **Hardcopy study text** – this breaks down the exam syllabus into concise sections, with each chapter containing clearly defined learning outcomes and a series of self-test questions.
- **Electronic study text** – an online version of your study text.
- **Study text updates** – updates for 12 months from the date of purchase.
- **Coursework guide** – providing practical guidance on how to tackle assignments, the guide contains:
 - three sample questions with direction on key syllabus areas to include in answers; and
 - a sample question and full assignment answer which does not meet the minimum pass standard, with comments on how this could be improved.
- **Course chat and discussion forums** – discuss issues relating to the unit content with other students using the online chat and discussion forums.

With the exception of the hardcopy study text, all of the above are accessible online at **www.revisionmate.com** the CII's online qualification study tool – see **page 8** for details.

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Rules for ensuring the originality of submitted work

CII coursework assessment is undertaken outside of an examination environment in 'open book' conditions. This means that, as you prepare your answer, you can draw upon available learning and use reference material. **However, the work you submit must be your own.** You must not copy or amend work from other sources and, where you draw on other work, you must fully reference this.

Where plagiarism is suspected this will be fully investigated.

Plagiarism – what is it?

It is important to understand what plagiarism is and how it can be avoided. The Joint Council for Qualifications (JCQ) defines plagiarism as: "Unacknowledged copying from published sources (including the internet) or incomplete referencing".

The following also constitute plagiarism:

Copying or amending sections of work from another person such as a friend or colleague.

Having another person such as a friend or colleague dictate something to you.

Copying and pasting from the internet without citing the source.

Copying or using material from a study text or other reference material without citing the source.

Paraphrasing without including reference to the source of the paraphrase.

Working with another person, or using another person's work to write your assignment.

How to prevent plagiarism

Within the text of your assignments you should use the following formats to attribute work to its author(s).

Quotations

When using quotations from books, websites or journal articles you should cite the author and the year of publication then use the quote in quotation marks, as below:

As Crystal (2006) points out: "Learning vocabulary is always a matter of building up fields of words."

If, however, you would like to use a longer example than your sentence allows, use the author(s) name, year of publication, indent the quotation and place the page number of the quotation, at the end.

As Crystal (2006) points out:

Learning vocabulary is always a matter of building up fields of words. And we do that by comparing words with other words. That is how parents teach children. (Crystal, 2006, p29)

Quotations must be obtained through your own studies and research.

Paraphrasing

Paraphrasing is where you encapsulate another person's original idea, argument or conclusion **in your own words**. It is still necessary to attribute those ideas to the author, and you can do this by using the formatting outlined above for direct quotations, taking care to include the author's surname and the year of publication.

Referencing

How to reference your material in your assignment

When writing your assignment, you must acknowledge other people's ideas and work.

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Originality of submitted work

You can do this in the following ways:

1. Incorporate a reference within the assignment itself, for example:

Foss, B & Stone, M (2002) said that increasing sophistication in telephone and Web management allows providers to differentiate the service provided to customers, such as shorter waiting times for higher-value customers.

2. Quote from a book or paper by putting the comment in “...” and cite the page as well as the author and date, for example:

“As banks become more sophisticated in telephone and web management of customers, they will be able to deliver a more varied segment management to the market, starting with the issuing of different numbers to different customer groups and delivery of different point-of-contact service. A simple example might be a longer waiting time for mass-market customers who call very rarely.” (Foss et al, 2002, p209)

Whatever references you use, ensure that you include a full and complete list of them at the end of your assignment as a reference list. If you have used information from the internet, list the web page and the date it was accessed.

The references should be in alphabetical order and written as follows:

Books:

Foss, B & Stone, M (2002) CRM in financial services Kogan Page Ltd.

Edited books:

Flynn, R (2006) Counter-terrorism Risk Management. In D.Hillson (Ed) The Risk Management Universe – A Guided Tour BSI Business Information.

Journals and Reports:

Porter, M. E. (1996) “What is strategy?” Harvard Business Review, November–December, pp61–78.

Internet sites:

Chartered Insurance Institute, Code of Ethics

Source: <http://www.cii.co.uk/code> [accessed 31 October 2012]

Please note all assignments will be subject to plagiarism software checks.

Breach of the assessment rules – penalties and sanctions for malpractice

In submitting your assignment you are acknowledging that you have read the rules in these guidelines and that this is your own work. All assignments are run through plagiarism software which checks against other students’ work and also other published sources. If a match is found then this will be fully investigated and the appropriate action taken depending on the severity of the case.

Sections of text must not be copied from the study text. Anyone found to be copying from the study text or other sources will have their assignment returned unmarked or receive a lower mark for the assignment, depending on the extent of copying. Persistent offenders will be disqualified from this course.

We acknowledge that you may undertake joint study with colleagues or as part of a formal training programme. However, your answers must be your own work and in your own words. Working with another person to write assignments, allowing another person access to any of your assignment answers or copying or amending another person’s assignment answers is not permitted under any circumstances and will result in sanctions being applied.

Sanctions include being excluded from the exam unit in question through to being excluded from all CII examinations. The exact sanction to be applied will depend upon the exact nature of the transgression.

Disciplinary action may be taken against any candidate found guilty of dishonourable or unprofessional conduct, or committing a breach of the assessment rules. Details of the CII’s disciplinary procedures and rules as well as sanctions guidance can be found at <http://www.cii.co.uk/about/professional-standards/disciplinary-and-appeals-decisions/>

The names of candidates, along with their employers, found to be in breach of the rules are also published on the CII website.

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Accessing and submitting coursework assignments

Coursework assignments are accessed and submitted online.

Follow this four-step process to login:

- Go to **www.revisionmate.com**
- Use your CII Permanent Identity Number (PIN)* as your login name
- Use your surname as your password (all in lower case and omit any hyphens or apostrophes)
- Click 'Login'

* You can find your CII PIN on any communication sent to you by the CII or by calling CII Customer Service on **+44 (0)20 8989 8464**.

Your coursework assignments are listed on the homepage in the 'My subjects' list (J09 Coursework assignment, followed by the period in which you enrolled). When selected this has two sections: Coursework information and Assignment centre.

Coursework information

In this section you will find:

Assignment overview	A diagrammatical overview of the coursework process from enrolment to completion of the online assessment
Guidelines & instructions	An online copy of the information contained in this document
Course chat	An online chat area (it is not permitted to discuss the content of any online assignments on this forum). This forum is continuously monitored
Questions	A list of frequently asked questions about coursework assignments
Useful links	A collection of links to CII and non-CII online resources focused on study techniques and distance learning for various topics

Assignment centre

In this section you will find:

Coursework guide	Providing practical guidance on how to tackle assignments, the guide contains: <ul style="list-style-type: none">• three sample questions with direction on key syllabus areas to include in answers; and• a sample question and full assignment answer which does not meet the minimum pass standard, with comments on how this could be improved
Assignments	The three compulsory coursework assignments for the unit on which you have enrolled
Answer templates	The template documents that you must use to type your answers on
Submissions	These links provide you with the ability to upload your completed assignments and confirm you wish to submit them for marking by the assessor

Help using the online system

Each of the features listed above is accompanied by further instructions online. However, if you have any difficulty gaining access to the site, or questions relating to site functions, please contact **revisionmateadmin@cii.co.uk** or use the 'contact us' button on site. General online assessment queries should be directed to **customer.serv@cii.co.uk**