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Coursework FAQs

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Introduction

Below are some answers to frequently asked questions.

What does coursework involve?

With coursework assessment, rather than sit a traditional examination, you complete three written assignments.

Each assignment has a stated word count to which you must adhere (a 10% increase is acceptable as an absolute maximum). All three must be successfully completed to achieve a pass in the unit - you will find the minimum pass mark for your unit in your RevisionMate course.

Upon successful completion a record of achievement is issued and a 'pass' in the unit is added to your CII examination record, together with 30 CII credits.

Coursework assessment involves the application of work-related knowledge. It requires you to explore workplace issues relevant to the particular unit, which thereafter enables you to apply your learning more readily at work.

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).

Coursework involves degree-level learning. It requires you to evaluate concepts, issues, policies and procedures, and to develop an understanding of associated aspects of these items and their application to various situations.

In addition to its role in supporting the development and subsequent application of knowledge, coursework assessment offers the potential for greater flexibility in the provision of the Advanced Diploma itself. 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.

How does coursework work in practice?

All three assignments must be successfully completed to achieve a pass in a unit.

Coursework assignments vary in their requirements. You may have to write a report or produce a paper depending upon the question and the topics being assessed.

Results will take the form of either 'Pass' or 'Fail'. Notification of your result in each assignment will be e-mailed within 63 calendar days from the date of submission.

You can access your assignments and assignment templates, together with additional study support services in RevisionMate, accessible via your MyCII screen on the CII website. Full login details are sent after enrolment.

What are the timescales and deadlines involved?

You can find your individual assignment deadlines for your unit in your RevisionMate course. These deadlines are final, and we encourage you to submit before the dates to ensure you complete the course on time.

Your enrolment lasts for 12 months and all assignments, including any re-submissions necessary, should be submitted within that time.

If you miss an assignment deadline you will automatically receive a 'timed out' notification. You will need to purchase a re-submission to continue with the course. If you fail to complete and pass all three assignments (including any re-submissions necessary) within 12 months of enrolment, your enrolment will end, and your CII exam record will be updated to include either a 'Fail' or 'Timed out' for the unit.

Do I have to submit the assignments in order?

No. You do not have to submit your assignments in sequential order, but you must adhere to the assignment deadlines in your unit.

Do I need to wait for the result of an assignment before submitting the next?

You may submit assignments as soon as they are completed. However, we recommend that you await the result of assignment 1 before submitting assignment 2 as the result of the former is a good indicator of whether you are taking the right approach.



Important:

Please remember to leave yourself enough time to submit assignment 2 and assignment 3 before their deadlines



Important:

Any re-submissions will need to be submitted within 12 months of enrolment.

Is it important to submit assignments quickly?

Yes, it is important that you do not delay the submission of the assignments. If you delay the submission of assignments this may result in insufficient time to complete all of your assignment submissions and to complete any re-submissions if required.

Please watch our video on Managing your time to meet assignment deadlines.

How many times can an assignment be re-submitted?

Assignments can only be re-submitted twice and all re-submissions should be completed before the end of the 12 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.

How does the CII ensure that the coursework assessment is as robust as examinations?

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/

You are required to achieve a minimum pass-mark in **each** of the three assignments, as opposed to achieving an overall pass-mark as you would in an exam.

This is to compensate for the difference between an exam (closed-book, time-bound and in controlled conditions) as opposed to online assessment (open-book, non time-bound and not conducted in controlled conditions).

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.

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.

What happens if I do not successfully complete all three assignments by the end of my 12 month enrolment?

All assignments, plus re-submissions must be completed and submitted within 12 months of your enrolment date.

**Important:**

If you fail to complete the course within this time, you will need to re-enrol and complete a new set of assignments.

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).

Please refer to the "Approach to coursework assignments" in the coursework support materials on RevisionMate for further details.

How long will I have to wait to be notified of the results of my submission?

Your result will be provided on MyCII within 63 calendar days of submission.

How are marks allocated?

Marks are allocated across the 4 areas of Knowledge, Application, Structure and Evidence of further reading/relevant research.

Please refer to the Marking Grid for your unit for the allocation of marks across the 4 areas.

**Note:**

Summary feedback codes, on the basis of the marking grid, will be given to all candidates.

How do changes in legislation and regulation, or tax years, affect my coursework assignments?

The questions are set in the context of the syllabus and study text. However, as coursework is research based, candidates can include recent and imminent changes in regulation and legislation as long as it is referenced correctly and relevant to the assignments.

Will the examiners have access to my previously submitted assignments when marking?

No. All assignments are anonymised before being sent to examiners. Assignments must be a self-contained, standalone piece of work with no specific reference to earlier assignments.