

## **5.0 Exam Candidates' Guidelines**

### **5.1 Instructions to Candidates**

In order to be allowed into the examination room, candidates must have their admission permit and an approved form of identification in the form of one of the following:

- National Identity document containing photo & signature.
- Current passport.
- Driving license containing photo & signature.

All candidates are instructed that they must NOT:

- Bring any study material into the exam room.
- Leave any bags next to their examination desk.
- Bring PDAs or any other electronic equipment into the examination room. Where the use of non-programmable calculators is allowed, the model number has to be written on the front page of the exam script.
- Converse, communicate with or willingly receive communication from any other person (except the invigilators) in any way during the examination.
- Copy from any own notes or books and/or read or attempt to read work of other candidates.
- Temporarily leave the examination room, except in the case of urgent necessity.
- Candidates are also instructed to switch off mobile phones during the exam. Candidates breaching the above instruction can be disqualified from the examination.

### **5.2 Exam Re-Sits**

5.2.1 A candidate who has taken an MITC course and corresponding exam and been awarded a "FAIL" can re-take that paper during the next MITC exam sitting. Re-sits are allowed only once. If still unsuccessful, the student would need to re-apply for the full course.

### 5.3 Important Information for Candidates – Advanced Diploma Assessment

#### Format of Examination

- The exam will be marked out of a total of 160 marks and you will be allowed 3 hours to complete it. You will be asked to attempt 1 compulsory case study which is worth 80 marks and select 2 scenarios from a choice of 3 worth 40 marks each. As a guide, you should allow 90 minutes for the case study and 45 minutes for each of the scenarios. It is recommended that you spend 15 minutes reading and planning your answer to the case study and 75 minutes actually answering it; and 10 minutes reading and planning your answer to a scenario and 35 minutes actually answering it.

#### Before the examination

- Obtain a copy of the syllabus which is available from:  
<http://www.cii.co.uk/generalinsurance/qualifications/Qualification.aspx?award=AdvDip&endstem=1&sect=273>
- Study the syllabus carefully and look at both the Learning Outcomes and the Indicative Content. The Indicative Content has a knowledge rating of 1, 2 or 3. These numbers give an indication of the scope and depth of study required as follows:

1	General background awareness necessary
2	Requires a knowledge of the major elements of procedures or concepts and their uses
3	Requires the ability to evaluate concepts, issues, policies and procedures, together with an understanding of associated aspects of these items and their application to various situations

- Very often solutions to problems will require the application of various pieces of information, therefore a good understanding of the Learning Outcomes is required. You should also be able to integrate various ideas, including information that may be of value and form conclusions or make recommendations.
- Make full use of RevisionMate and the reading list shown on the syllabus as 10% of the mark is allocated for additional reading as well as the use of relevant workplace examples within the examinations.

- This Specimen Paper includes examples of examination questions and example good answers. Answers may, however, vary depending on how knowledge and reasoning are expressed.

### **During the examination**

- Read the question carefully. To ensure that your thoughts are focused, it may be useful to highlight exactly what is being asked in the question.
- It may be useful to map out your answer in rough form to clarify your thoughts and the scope and depth of the information being asked. When you have answered the question in full, cross out your rough map.
- Consider the format that is required in your answer. For example, the question may set a task such as to write a report, draft a presentation, draft a speech or analyse information and make conclusions/recommendations. The format of your answer should match that which is asked for in the question.
- Take careful note of the verbs being used in the question as these indicate the scope and depth of the answer required.

Examine	An examination is about exploring a topic in some detail (this could include identifying positive and negative features of the topic)
Analyse	To analyse something in detail is to discover the meaning or essential features and to draw conclusions
Review	Reviewing involves making a judgement about a topic which relies upon a combination of evidence and some kind of theory (if one exists), construct or practice in relation to the topic
Evaluate	An evaluation is a review that is more focussed (narrower area, but in more detail)
Assess	Assessment means considering individual components in depth and arriving at a conclusion by extracting value from those components

- A report normally consists of the following:
  - A brief introduction (how you will approach the topic)
  - The discussion (wherein you state and examine the information)
  - The conclusion (wherein you can make possible recommendations/solutions).

- A draft speech or presentation normally consists of the following:
  - Opening comments
  - Body of the speech/presentation (wherein you logically explore and interpret the information)
  - Closing comments (including possible recommendations/solutions).
  
- In your answer, you should consider the way that the examination will be marked which includes the following 4 elements:
  - Your knowledge and understanding of the subject area, including the accuracy and completion of your facts. This has a mark weighting of 30%
  - The way that you analysed or examined the subject area. This has a mark weighting of 40%
  - The way that you structured your answer (is the information arranged logically?- is your reasoning sound?). This has a mark weighting of 20%
  - Evidence that you used relevant examples and undertaken further reading to support your answer. This has a mark weighting of 10%
  
- It may be best to first approach answering the questions relating to knowledge areas that you feel comfortable with and then to go on to attempt those questions relating to knowledge areas that you feel less comfortable with.
  
- Your argument should be clearly stated and your reasoning should be logical and sound. Remember that the examiner is only able to understand your thought process based on the information that you include in your answer. The test is, therefore, that if someone else reads this answer they will be able to understand what you are trying to say. Use sub-headings and bullet points where necessary to clarify your answer and to logically group your information. Remember though that bullet points alone are insufficient as the reader will not be able to follow your thought process.
  
- Keep referring back to the question to keep focussed and when you have completed your answer, check that your answer matches with the question.
  
- Remember that the examiner will be able to read your handwriting. You will not lose marks if your handwriting is untidy, provided that it is legible. Start each answer on a new page and clearly number your answers.
  
- If you take a calculator into the examination room, it will be a silent, battery or solar powered, non-programmable calculator. The use of electronic equipment capable of being programmed to hold alphabetical or numerical data and/or formulae is prohibited. You may use a financial or scientific calculator, provided it meets these requirements. It is important that you show all the steps of any calculation in your answer. The examination is testing your ability to carry out all the appropriate steps in calculating a value. A proficient mathematician is someone who follows the

correct method, i.e. carries out the appropriate steps. The majority of the available marks will be allocated for demonstrating the correct method of calculation.

### **After the examination**

- All Advanced Diploma in Insurance examiners, one of whom will mark your answer book, are either active practitioners in the insurance industry or are experts in the subject area. They have been specially trained to mark each answer on its own merits using the four components of the mark grid.
- The marking of each examiner is closely monitored throughout the marking period and all marked answer books are carefully checked. This process means that all answer books are marked to the same standard.
- After all the answer books have been marked, a meeting is held to ensure that the marking is consistent across the candidate population.