



How to revise effectively for your CII exams

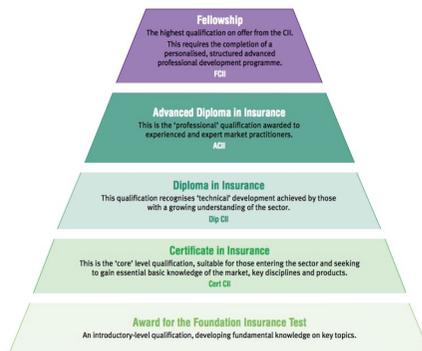
Grace Maxted

Learning Objectives



- To develop an understanding of the CII exam structure and the exams available under the CII programme.
- To become familiar with the format of a multiple choice exam.
- To learn how best to prepare for the exams and structure your revision.
- To pick up some learning tips and learn how best to navigate the CII books.
- To gauge how best to approach coursework for the higher level exams.

The CII Exam Structure



Note: CII membership and Continuing Professional Development requirements apply to the use of designations.

The CII Exam Structure



Advanced Diploma in Insurance				
AD10 Economics and business 30 credits, 150 study hours COMPULSORY*	AD11 Principles of Finance 30 credits, 150 study hours COMPULSORY*	AD12 Advanced insurance banking 30 credits, 150 study hours COMPULSORY*	AD13 Marketing insurance products and services 30 credits, 150 study hours COMPULSORY*	AD14 Advanced underwriting 30 credits, 150 study hours COMPULSORY*
AD15 Insurance corporate management 30 credits, 150 study hours COMPULSORY*	AD16 London market insurance specialisation 30 credits, 150 study hours COMPULSORY*	AD17 Risk management 30 credits, 150 study hours COMPULSORY*	AD18 Advances in insurance 30 credits, 150 study hours COMPULSORY*	AD19 Strategic underwriting 30 credits, 150 study hours COMPULSORY*
AD20 Strategic claims management 30 credits, 150 study hours COMPULSORY*	AD21 Advanced risk financing and insurance 30 credits, 150 study hours COMPULSORY*			
Diploma in Insurance				
DI10 Insurance law 20 credits, 100 study hours COMPULSORY*	DI11 Commercial insurance underwriting 20 credits, 100 study hours COMPULSORY*	DI12 Life, critical illness and disability underwriting 20 credits, 100 study hours COMPULSORY*	DI13 Life, critical illness and disability underwriting 20 credits, 100 study hours COMPULSORY*	DI14 Long term insurance products 20 credits, 100 study hours COMPULSORY*
DI15 Insurance corporate management 20 credits, 100 study hours COMPULSORY*	DI16 Underwriting practice 20 credits, 100 study hours COMPULSORY*	DI17 Insurance 20 credits, 100 study hours COMPULSORY*	DI18 Claims practice 20 credits, 100 study hours COMPULSORY*	DI19 Personal insurance 20 credits, 100 study hours COMPULSORY*
DI20 Corporate and general insurance 20 credits, 100 study hours COMPULSORY*	DI21 Finance and insurance 20 credits, 100 study hours COMPULSORY*	DI22 Commercial insurance 20 credits, 100 study hours COMPULSORY*	DI23 Life, critical illness and disability underwriting 20 credits, 100 study hours COMPULSORY*	DI24 Specialty insurance 20 credits, 100 study hours COMPULSORY*
DI25 Insurance law 20 credits, 100 study hours COMPULSORY*	DI26 Insurance law 20 credits, 100 study hours COMPULSORY*	DI27 Insurance law 20 credits, 100 study hours COMPULSORY*	DI28 Insurance law 20 credits, 100 study hours COMPULSORY*	DI29 Insurance law 20 credits, 100 study hours COMPULSORY*
Certificate in Insurance				
CI10 Insurance law and regulation 10 credits, 50 study hours COMPULSORY*	CI11 General insurance underwriting 10 credits, 50 study hours COMPULSORY*	CI12 Insurance underwriting practice 10 credits, 50 study hours COMPULSORY*	CI13 Insurance underwriting practice 10 credits, 50 study hours COMPULSORY*	CI14 Insurance products 10 credits, 50 study hours COMPULSORY*
CI15 Insurance products 10 credits, 50 study hours COMPULSORY*	CI16 Insurance products 10 credits, 50 study hours COMPULSORY*	CI17 Insurance products 10 credits, 50 study hours COMPULSORY*	CI18 Insurance products 10 credits, 50 study hours COMPULSORY*	CI19 Insurance products 10 credits, 50 study hours COMPULSORY*
CI20 Insurance products 10 credits, 50 study hours COMPULSORY*	CI21 Insurance products 10 credits, 50 study hours COMPULSORY*	CI22 Insurance products 10 credits, 50 study hours COMPULSORY*	CI23 Insurance products 10 credits, 50 study hours COMPULSORY*	CI24 Insurance products 10 credits, 50 study hours COMPULSORY*
Award for the Foundation Insurance Test				
FT10 Insurance law 5 credits, 25 study hours COMPULSORY*				

Multiple Choice Exams



- Often referred to as 'MCT' - Multiple Choice Test
- Usually papers are one to two hours in length (though extra time may be sought in certain circumstances)
- They consist of between 50 - 100 multiple choice questions
- Some standard questions, some will be based on case studies
- You have use of rough paper and a calculator
- You can flag questions on the system
- Book your exam, give yourself sufficient time

MCT Examples



11. The primary function of insurance is to
- A. act as a risk transfer mechanism.
 - B. minimise claims.
 - C. prevent losses from occurring.
 - D. reduce risk.

MCT Examples



15. Motor insurance windscreen claims can be classed as
- A. high frequency, high severity.
 - B. high frequency, low severity.
 - C. low frequency, high severity.
 - D. low frequency, low severity.

MCT Examples



96. Where access is **NOT** available to an electronic version of an employers' liability insurance certificate, where **must** a certificate be displayed?
- A. At the insured's head office only.
 - B. At the insured's largest business premises only.
 - C. At the insured's premises with the largest number of employees only.
 - D. At each of the premises of the insured's business.

Multiple Choice Exams Tips



Objective

To provide knowledge and understanding of basic insurance products, principles and practice, within the legal and regulatory framework of the insurance industry.

Summary of learning outcomes	Number of questions in the examination*
1. Understand how the insurance market operates	8
2. Understand risk and insurance in the context of the insurance market	7
3. Understand agency and insurance legal principles	17
4. Understand insurance underwriting procedures	10
5. Understand policy wordings and procedures for renewals	8
6. Understand insurance procedures for claims	10
7. Understand the conduct of insurance business	15
8. Understand personal insurance	18
9. Understand commercial insurance	7

Multiple Choice Exams Tips



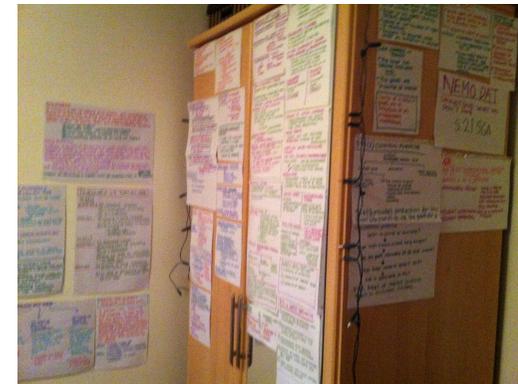
- Read the summary of learning outcomes
- Make sure you have an up to date syllabus
- Learn lists of three or four
- Utilise online resources: Revisionmate, past papers, updates to information in the book
- Acronyms to remember lists, make up stories
- Familiarise yourself to the point where you would recognise them in a line up
- Beware of negative wording
- Read question or scenario carefully

Diploma/Advanced Diploma Tips



- Case law and statute - you don't need to know dates, come up with a story or pictures for the parties involved (Currie v. Misa)
- Talking aloud or explaining a concept you have learned to someone
- Make friends with people that have examples of a live environment
- Self testing
- Recap after a break, continuously consolidating, before bed and first thing in morning trick

General Revision Tips



General Revision Tips



- Index based learning
- Utilise online resources: Revisionmate, Past papers, Updates to information in the book
- Learn your revision style, online tests
- Figure out what time of day you take things in better
- Study for short periods, use Pomodoro technique
- Squeeze revision into dead time, whilst commuting, make yourself sound clips
- Turn your house into a revision hub
- Make yourself posters, mind maps and take pictures of them, develop your own style with them
- Limit distractions - keep a protruding thoughts list

General Revision Tips



- Social learning, find someone else in your company to revise with, lunchtime sessions
- Revision day at Face to Face Training
- Compile a revision tool kit: post its, page tags, record cards (old business cards), highlighters and sharpies, chewing gums, smelly pens, use technology (alarms etc)
- Colour code your notes
- Good working environment, music without lyrics
- Supportive family and friends
- Treat yourself when you reach milestones
- Talk to any colleagues who have recently done the module you are contemplating

Navigating the CII books



- Try and read the book in order, as sometimes earlier chapters will be reference later on
- Skim through once, then begin reading the text thoroughly and compiling your own notes
- End of chapter exercises - when is best to attempt them?
- Learn more by writing, don't be disheartened by highlighting the book
- Pay very close attention to update boxes eg. Insurance Act 2015

Approaching Coursework



- Library of online guides
- Recent shift in format, these exams historically
- Look at which learning objectives the questions cover
- What is the examiner looking for on that particular subject?
- These exams encourage application to workplace scenarios
- Candidates can enrol on a continuous basis and submit their work at their own pace
- Flexibility in study and assessment, faster results

Diploma



- 18 month enrolment period
- Most subjects now consist of an MCT and a coursework assignment - 'Mixed Assessment'
- Ability to demonstrate further reading
- Compulsory modules

Advanced Diploma



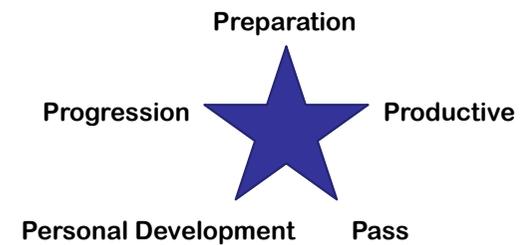
- 12 months to submit 3 assignments
- Tests: your knowledge and understanding, application and analysis, looks for coherent structure and further reading examples.

After the exam...



- Did you do your best?
- If you were unsuccessful, can you remember the topics that you were pondering over the most?
- If so, write them down to focus your revision next time
- Try your best not to replay and relive the exam, as you will only berate yourself and lower your confidence for next time

Benefits - The Five Ps



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Questions?



That's your lot folks!

Thank you.

