

# 'At Home' Coursework Submission Instructions 2021

1. CI Arb's **Pathways** in Domestic Arbitration, International Arbitration and Construction Adjudication each consist of three modules:

**Module 1:** Law, Practice and Procedure of your chosen Pathway

**Module 2:** Law of Obligations

**Module 3:** Award or Decision Writing

Each of these modules is assessed by way of **exams**. CI Arb's **Accelerated Route to Membership (ARM)** in these disciplines includes the same **exam** as Module 1 above, and its **Accelerated Route to Fellowship (ARF)** in these disciplines and **CI Arb's Diploma** courses, includes the same **exam** as Module 3 above.

2. Ordinarily, these **exams** are undertaken in person at examination centers. However, owing to the exceptional circumstances caused by the coronavirus pandemic, all **CI Arb exams** are being changed to **'coursework' that candidates will have 48 consecutive hours to complete within 5 days 'at home'** whilst relevant governmental restrictions subsist.
3. For the avoidance of any doubt, **'at home'** in this context refers to an assessment undertaken outside of the formal examination arrangements that would ordinarily have applied to CI Arb exams and does not preclude, the undertaking of the coursework in any non-home environment.
4. CI Arb's Candidate Regulations apply to all **'at home' coursework**.
5. The following instructions apply to the **'at home' coursework**.

## Submission Instructions

6. All **'at home' coursework** will be released on CI Arb's Virtual Learning Environment (VLE), LearnADR, on **the day of the scheduled exam at 12pm noon London Time.**
7. **Module 3 Candidates only:** Stage 1 of the Module 3 exam will be released to candidates via email approximately 10 days before the scheduled examination date. To access stage 2, candidates should go to the relevant coursework area on LearnADR for their programme. There they will find a PDF file of the assessment paper titled **'[Programme] Coursework Paper – Stage 2'**. They should click on this to download the 'at home' coursework paper (stage 2).
8. In all other cases, the coursework paper/stage 2 will be open for 5 days from **the day of the scheduled exam at 12pm noon London Time.** Candidates can access the coursework paper/stage 2 at any time within these 5 days, however, they will only have a block window of **48 consecutive hours** from the moment they first access the coursework paper/stage 2 in which to complete and submit the assessment, award or decision back onto LearnADR. **The block window of 48 consecutive hours must be completed within the 5-day window.**
9. **Module 1 & 2 Exams: Word processed answer papers** must adhere to the following instructions:
  - *Please number your answers so that they clearly follow the numbering structure of the exam paper*
  - *Please start the answer to each question on a new page*
  - *Please ensure that you use the correct numbering for each question answered*

- The main body of the work should be in size 12 Arial font and spaced at 1.5 spacing
- Page numbers should be included

**Module 1 & 2 Exams: Handwritten answer papers** must adhere to the following instructions:

- Please ensure that your handwriting is legible
- Please number your answers so that they clearly follow the numbering structure of the exam paper
- Please start the answer to each question on a new page
- Please ensure that you use the correct numbering for each question answered
- Page numbers should be included

**Module 3 Exams:** Must adhere to the following instructions:

- The main body of the work should be in size 12 Arial font and spaced at 1.5 spacing
- Page numbers should be included
- If you are handwriting your award/decision, please ensure that your handwriting is legible

- At the end of the word processed or handwritten answer papers, awards or decisions, candidates must include a list of **all the sources**, including, but not limited to, CIArb sources, treaties, statutes, soft law, cases and journal articles, that they used in answering the questions and title this list '**Bibliography**'. The full title of all sources should be included.
- The candidate should ensure that **just their candidate number**, and **not** their name, is on every page submitted.
- All word processed or handwritten answer papers, awards or decisions should then be converted into **PDF** and saved with your '**candidate number** as the file name'. Candidates should then, within **48 consecutive hours** of first accessing the coursework paper, return to the relevant site on LearnADR for their programme, click on the 'submission link' found under the section titled 'Submission', click add submission, drag and drop their PDF file here and click save changes. They will then get an automated email confirming their submission. Please check your junk mail for this email too.
- Candidates will also need to download a separate '**certificate of own work sheet**'. This can be found within their coursework area on LearnADR. The certificate should be completed, saved with your 'name and candidate number' and be submitted to the same site as your 'at home' coursework.
- Owing to the fact that Module 1 and 2 exams are ordinarily 'closed book' exams, and candidates will now be undertaking 'at home' coursework which will no longer be closed book, the pass mark for the 'at home' coursework will be set at 65%. The pass mark for Module 3, which is open-book, will remain at 70%.
- LearnADR will record when candidates first accessed their coursework paper/stage 2 within the 5-day window from **the day of the scheduled exam at 12pm noon London Time**. Candidates must ensure that the answer papers, awards or decisions are submitted within 48 consecutive hours from when the coursework paper/stage 2 was first accessed. Again, this must be completed within the 5 days provided. If it is returned between 48-72 hours after it was first accessed, 10% will be deducted from the final mark that is awarded. If it is returned after 72 hours from when it was first accessed, candidates will be marked as 0% and the candidate will receive an automatic 'Fail' grade - no exceptions whatsoever shall be entertained/made in this regard.
- Results are dispatched to candidates normally twelve weeks from the deadline date of the submission of the 'at home' coursework. Candidates will be informed of any delays.

**If you have any issues downloading or uploading any files, please contact:  
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