ciarb.

'At Home' Coursework

Submission Instructions

1. Ciarb's Disciplines 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. Ciarb'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 Ciarb's Diploma courses, includes the same exam as Module 3 above.

2. Since March 2020, all the above mentioned Ciarb exams were changed to 'coursework papers' that candidates have 48 consecutive hours to complete within 5 days 'at home'.

3. For the avoidance of any doubt, 'at home' in this context refers to an assessment undertaken outside of formal examination arrangements and does not preclude, the undertaking of the coursework paper in any non-home environment.

4. Ciarb's Candidate Regulations apply to all 'at home' coursework papers.

5. The following instructions apply to the 'at home' coursework papers.

SUBMISSION INSTRUCTIONS

6. All 'at home' coursework papers will be released on Ciarb'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 10 days before the scheduled examination date. To access stage 1, candidates should go to the relevant coursework area on LearnADR for their exam. There they will find a PDF file titled '[Module-Pathway] Coursework Paper – Stage 1.

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. The submission made on LearnADR will be final. Any submissions not made within the correct area on LearnADR, will not be marked.

10. 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*
- *Page numbers should be included*
- *If you are handwriting your answers, please ensure that your handwriting is legible*

Module 3 Exams: Must adhere to the following instructions:

- *Page numbers should be included*
- *If you are handwriting your award/decision, please ensure that your handwriting is legible*

10. 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.

11. If you wish to add any additional notes alongside your submission, these should be made on a separate sheet of paper titled "notes to examiner".

12. 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/stage 2, return to the relevant site on LearnADR for their exam, 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. You will then receive an automated email confirming your submission. Please check your junk mail for this email too.

13. The candidate should ensure that just their candidate number, and not their name, is on every page submitted. Any other form of identification such as their own name, nick name, pet name, title/peerage, law firm name, address, coded wording/message, family name, relative's name, etc. other than a candidate's own "Candidate Number" (as provided by CIArb) will receive an automatic FAIL and the candidate's said assessment submission(s) will be treated as being invalid, i.e. as if said submission(s) was not submitted in the first place and therefore, such submission(s) will not be graded and no specific feedback provided. However, such a candidate may be permitted to re-sit such assessment free of cost in certain circumstances - which shall be entirely at the discretion of Ciarb HQ.

14. Identification via metadata should also be removed to ensure that the submissions are wholly anonymised. Instructions on how to do so can be found below:

- **Within the PDF file,** right click on any page and select document properties from the options displayed, your name will be listed as the author on the pop up box, remove the text and click ok.

15. 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 within the submission area under the section titled "Certificate of Own Work".

16. Owing to the fact that Module 1 and 2 exams are ordinarily 'closed book' exams, and candidates will now

be undertaking 'at home' coursework papers which will no longer be closed book, the pass mark for the 'at home' coursework paper will be set at 65%. The pass mark for Module 3, which is open-book, will remain at 70%.

17. LearnADR will record when candidates first accessed their coursework paper/stage 2 within the 5-day window from <u>the day of the scheduled exam at 12pm noon London Time.</u> 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.

18. Results are dispatched to candidates normally twelve weeks from the deadline date of the submission of the 'at home' coursework paper. Candidates will be informed of any delays.

If you have any issues downloading or uploading any files, please contact Rebecca Sydenham RSydenham@ciarb.org