**MARK SHEET – Writing for business**

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| **Centre Number :** |  | **Centre Name :** |  |
| **Learner Registration No :** |  | **Learner Name:** |  |
| **INSTRUCTIONS FOR ASSESSMENT AND USE OF MARK SHEET** Assessment must be conducted with reference to the assessment criteria (AC). In order to pass the unit, every AC must be met.Assessors will normally award marks for every AC and then total them into a percentage. However, for greater simplicity, there is the option to not use marks at all and merely indicate with a ‘Pass’ or ‘Referral’ in the box (below right). In order to pass the unit every AC must receive a ‘Pass’. **Where marks are awarded according to the degree to which the learner’s evidence in the submission meets each AC, every AC must be met, i.e. receive at least half marks (e.g. min 10/20). Any AC awarded less than the minimum produces an automatic referral for the submission (regardless of the overall mark achieved).** Sufficiency descriptors are provided as guidance. If 20 marks are available for an AC and the evidence in the submission approximates to the ‘pass’ descriptor, that indicates it should attract 10 marks out of 20, if a ‘good pass’ then ca. 15 out of 20. The descriptors are not comprehensive, and cannot be, as there are many ways in which a submission can exceed or fall short of the requirements. | 1. **Learner named above confirms authenticity of submission.**
2. **ILM uses learners’ submissions – on an anonymous basis – for assessment standardisation.  By submitting, I agree that ILM may use this script on condition that all information which may identify me is removed.**

**However, if you are unwilling to allow ILM use your script, please refuse by ticking the box: □** |
| **Learning Outcome / Section 1:** Know how to write for business  |
| **Assessment Criteria (AC)** | **Sufficiency Descriptors***[Typical standard that , if replicated across the whole submission, would produce a referral, borderline pass or good pass result]* | **Assessor feedback on AC** |
| AC 1.1Produced a piece of business writing for a defined purpose | **Referral [ca. 10/40]** | **Pass [20/40]** | **Good Pass [ca. 30/40]** |  |
| * No evidence found of a piece of business writing
* A piece of business writing is given but is not recognisably for a defined purpose
* A piece of business writing for a defined purpose is produced but does not originate from the learner and/or is minimal, inappropriate or incomplete
 | * An appropriate piece of business writing for a defined purpose has been produced by the candidate although the piece may be limited in scope
 | * An appropriate and detailed  piece of business writing for a defined purpose has been produced by the candidate
* The purpose of the business writing is explicitly made clear
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| / 40(min. of 20) | Pass or Referral |

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| AC 1.2Produced a piece of business writing that satisfies an organisation’s business writing conventions | **Referral [ca. 5/20]** | **Pass [10/20]** | **Good Pass [ca. 15/20]** | **Assessor feedback on AC** |
| * A piece of business writing is given **but** does not recognisably satisfy an organisation’s business writing convention
* A piece of business writing that satisfies an organisation’s business writing conventions is produced **but** is minimal, inappropriate or incomplete
 | * A piece of business writing that satisfies an organisation’s business writing conventions is given that has been authentically produced by the learner, although it may be simplistic or otherwise limited
 | * A piece of business writing that fully and explicitly satisfies an organisation’s business writing conventions is produced
* The organisation’s writing conventions are outlined and an explanation given of how the produced text addresses them
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| / 20(min. of 10) | Pass or Referral |
| AC 1.3Used effective and appropriate tone, language and level of formality to meet specified standards when writing for a business purpose | **Referral [ca. 5/20]** | **Pass [10/20]** | **Good Pass [ca. 15/20]** | **Assessor feedback on AC** |
| * Some writing for a business purpose is given **but**  is minimal and/or there is no evidence of specified standards being addressed
* Some writing for a business purpose is given **but** only minimally uses tone, language and level of formality to meet specified standards **or** the tone and/or language and/or level of formality are inappropriate or incorrect to meet specified standards
 | * Brief text for a business purpose is given that has been authentically written by the learner and demonstrates a basic level of writing skill appropriate to Level 3; **and**
* Uses, although to a limited degree, effective and appropriate tone **and** language **and** level of formality to meet specified standards
 | * Extensive and detailed writing for a business purpose is given that uses effective and appropriate tone **and** language **and** level of formality to explicitly meet specified standards
* The way in which the given text meets specified standards is explained and/or it is written in a proficient and articulate manner
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| / 20(min. of 10) | Pass or Referral |
| AC 1.4Incorporated basic statistics and visual material in the content or in an appendix  | **Referral [ca. 5/20]** | **Pass [10/20]** | **Good Pass [ca. 15/20]** | **Assessor feedback on AC** |
| * No evidence found of recognisable statistics and/or visual material
* Statistics are incorporated but no visual material found or vice versa
 | * Statistics and visual material in the content or in an appendix are incorporated although they may not be linked to the context of the document and/or they may be basic and limited
 | * Detailed statistics and visual material in the content or in an appendix are incorporated and are clearly and explicitly linked to the context of the document
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| / 20(min. of 10) | Pass or Referral |
| **Section comments** (optional): | **Verification comments** (optional): |
|  | **/ 100****TOTAL MARKS** |
| **Assessor’s Decision** | **Quality Assurance Use** |
| **Outcome** (*delete as applicable*): **PASS / REFERRAL** | **Signature of Assessor:****Date:** | **Outcome** (*delete as applicable*): **PASS / REFERRAL** | **Signature of QA:****Date of QA check:** |