**MARK SHEET – Gathering, Interpreting and Utilising Data in the Workplace**

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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 gather and interpret data for action[48 Marks] | | | | | | | | | | | | | |
| **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**  *[comments not necessary in every box]* | | |
| AC 1.1   * Describe how to obtain the required workplace information using a suitable method | **Referral [ca.6/24]** | | **Pass [12/24]** | | | **Good Pass [ca.18/24]** | | | | |  | | |
| * No description is given of how to obtain the required workplace information using a suitable method | | * A description is given of how to obtain the required workplace information using a suitable method although the description may be limited | | | * The purpose and method of information collection is described, perhaps with reference to retrieval systems, along with a clarification of the kind of information. The collected information itself is given | | | | |
| / 24  (min. of 12) | | Pass or Referral |
| AC 1.2   * Interpret data to address an identified purpose in the workplace | **Referral [ca.6/24]** | | **Pass [12/24]** | | | **Good Pass [ca.18/24]** | | | | |  | | |
| * Data is given **but** there is no recognisable interpretation of it * An interpretation of data is given **but** the interpretation is incorrect or inappropriate and/ or does not recognisably address an identified purpose in the workplace | | * Data is given along with an interpretation of it in order to address a identified purpose in the workplace | | | * A range of different data is given along with a detailed interpretation of it in order to address a identified purpose in the workplace * The workplace problem is outlined along with how the interpreted data can address it | | | | |
| / 24  (min. of 12) | | Pass or Referral |
| **Assessment comments** (optional): | | | | | **Verification comments** (optional): | | | | | | | | |
| **Learning Outcome / Section 2:** Know how to select and use data for a specific purpose [52 Marks] | | | | | | | | | | | | | |
| **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**  *[comments not necessary in every box]* | | |
| AC 2.1   * Explain how to select the appropriate information for the identified purpose | **Referral [ca.5/20]** | | **Pass [10/20]** | | | **Good Pass [ca.15/20]** | | | | |  | | |
| * How to select the appropriate information for the identified purpose is not explained, or the explanation is incorrect * How to select the appropriate information is merely stated with no explanation of how it is done | | * A limited but sufficient explanation is provided of how to select the appropriate information for the identified purpose | | | * A thorough and detailed explanation is provided of how to select the appropriate information for the identified purpose | | | | |
| / 20  (min. of 10) | | Pass or Referral |
| AC 2.2   * Describe how to use information effectively for the identified purpose | **Referral [ca.8/32]** | | **Pass [16/32]** | | | **Good Pass [ca.24/32]** | | | | |  | | |
| * How to use information effectively for the identified purpose is merely stated, as opposed to described * A description is given of how to use information **but** it not address the effectiveness of its use and/or it does not address the identified purpose * A description is given of how to use information for the identified purpose **but** it is incorrect or inappropriate | | * A description is given of how to use information effectively for the purpose identified for the previous AC, although the description may be limited | | | * A thorough and detailed description is given of how to use information effectively for the purpose identified for the previous AC * An outline is given of the way in which the information will be effective for the identified purpose | | | | |
| / 32  (min. of 16) | | Pass or Referral |
| **Assessment comments** (optional): | | | | | **Verification comments** (optional): | | | | | | | | |
|  | | | | | | | | | **/ 100** | | | **TOTALMARKS** | |
| **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:** | | | |