**MARK SHEET – Working remotely**

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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 1:** Understand the viability and suitability of operating remotely |
| **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 1.1Outline the advantages and disadvantages of operating remotely for: (i) the enterprise and (ii) the remote worker | **Referral [ca.5*/20*]** | **Pass [1*0/20*]** | **Good Pass [ca. 15/20]** |  |
| * No outline of the advantages and disadvantages of operating remotely for either (i) the enterprise or (ii) the remote worker, or the advantages and disadvantages are incorrect or inappropriate, or advantages and disadvantages are outlined but not for both the enterprise and the remote worker
 | * The advantages and disadvantages of operating remotely for both the enterprise and the remote worker are outlined correctly, although only a limited number are provided
 | * A comprehensive range of advantages and disadvantages of operating remotely for both the enterprise and remote worker are outlined correctly
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| / 20(min. of 10) | Pass or Referral |
| AC 1.2Explain the constraints that impact on operating remotely for both the enterprise and the worker | **Referral [ca.*10/40*]** | **Pass [*20/40*]** | **Good Pass [ca. 30/40]** | **Assessor feedback on AC** |
| * No explanation of the constraints that impact on operating remotely for both the enterprise and the worker, or the explanation is incorrect, or constraints are explained for the enterprise or for the worker, but not both
 | * A correct but limited explanation of the constraints that impact on both the enterprise and the worker
 | * A comprehensive explanation of the constraints that impact on both the enterprise and the worker
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| / 40(min. of 20) | Pass or Referral |
| AC 1.3Describe how to maximise the opportunities of working remotely | **Referral [ca.10*/40*]** | **Pass [2*0/40*]** | **Good Pass [ca. 30/40]** | **Assessor feedback on AC** |
| * No description of how to maximise the opportunities of working remotely, or the description is incorrect
 | * Correct but limited description of how to maximise the opportunities of working remotely
 | * Comprehensive description of how to maximise the opportunities of working remotely
 |  |
| / 40(min. of 20) | 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:** |