**MARK SHEET –Making professional presentations**

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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:** Be able to plan a professional presentation | | | | | | | | | | | | | |
| **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  Identify the aims and objectives of the presentation | **Referral [*ca. 1/4*]** | | **Pass [*2/4*]** | | | **Good Pass [*ca. 3/4*]** | | | | |  | | |
| * Aims and objectives are not identified, or are incorrect or inappropriate * Aims or objectives are identified, but not both * There is confusion or ambiguity as to the difference between aims and objectives | | * Aims and objectives are correctly identified, although imprecise | | | * Aims and objectives are clearly and precisely and correctly identified | | | | |
| / 4  (min. of 2) | | Pass or Referral |
| AC 1.2  Identify the intended audience for the presentation, assessing their level of understanding of the presentation topic | **Referral [*ca. 1/4*]** | | **Pass [*2/4*]** | | | **Good Pass [*ca. 3/4*]** | | | | |  | | |
| * The intended audience is not identified * The intended audience has been identified but no assessment has been made to make a judgement as to their level of understanding of the topic, or their understanding of the topic has merely been described with no judgement made as to level | | * The intended audience is identified and an assessment made using appropriate criteria to make a judgement as to their level of understanding of the topic, although the assessment may sometimes be subjective or made on limited evidence | | | * The intended audience is identified and an assessment made using a range of objective evidence and appropriate criteria to make a judgement as to their level of understanding of the topic | | | | |
| / 4  (min. of 2) | | Pass or Referral |
| AC 1.3  Research, evaluate and select information on the presentation topic | **Referral [*ca. 4/16*]** | | **Pass [*8/16*]** | | | **Good Pass [*ca. 12/16*]** | | | | |  | | |
| * No evidence is provided that the presentation topic has been researched and information evaluated and selected that is correct and appropriate for the presentation topic and the level of understanding of the intended audience, or information has merely been selected with no evidence of it being evaluated for relevance to the topic or the level of understanding of the intended audience * The selected information is insufficient, incorrect, inappropriate or at the wrong level for the presentation topic or the intended audience | | * Evidence is provided that the presentation topic has been researched and information evaluated to select sufficient information that is correct and appropriate for the presentation topic and the level of the intended audience, although the research and evaluation may be limited in comparison to the scope of the topic | | | * Evidence is provided that the presentation topic has been comprehensively researched and information evaluated to select a range of information that fully meets the scope of the presentation topic and that it is correct and appropriate for the presentation topic and the level of the intended audience | | | | |
| / 16  (min. of 8) | | Pass or Referral |
| AC 1.4  Plan the content and structure of the presentation and prepare visual aids and any other materials required for the presentation | **Referral [*ca. 4/16*]** | | **Pass [*8/16*]** | | | **Good Pass [*ca. 12/16*]** | | | | |  | | |
| * Content and structure is not planned, or the planning is incomplete, incorrect or inappropriate for the presentation topic or the intended audience, or the plan does not adhere to previously negotiated or agreed time constraints * Aims and objectives are not included in the plan, or: * the main points of the presentation are not clearly defined in the plan * the main points of the presentation are not in a logical sequence * the plan does not provide a clear introduction and a conclusion or summary that is linked to the aims and objectives of the presentation * There is no evidence provided that visual aids and any other materials required for the presentation are prepared, or the visual aids and/or other materials are incomplete or inappropriate or are not relevant to the particular point being made, or the use of visual aids and/or other materials is excessive | | * Planning of content and structure is limited but sufficient, and is correct and appropriate with a clear beginning, middle and end, and adheres to previously negotiated or agreed time constraints * Evidence is provided that appropriate and completed visual aids and any other materials required for the presentation are prepared and that the use of visual aids is not excessive, although some additional work may be required to ensure that all visual aids and any other materials are of a professional standard | | | * Planning of content and structure is complete, correct and appropriate with a clear beginning, middle and end, and adheres to previously negotiated or agreed time constraints: * Aims and objectives are included in the plan, and: * the main points of the presentation are clearly defined in the plan * the main points of the presentation are in a logical sequence * the plan provides a clear introduction and a conclusion or summary that is linked to the aims and objectives of the presentation * Evidence is provided that all appropriate and completed visual aids and any other materials required for the presentation are prepared to a professional standard and that the use of visual aids is not excessive | | | | |
| / 16  (min. of 8) | | Pass or Referral |
| AC 1.5  Prepare the location and any equipment required for the presentation | **Referral [*ca. 1/4*]** | | **Pass [*2/4*]** | | | **Good Pass [*ca. 3/4*]** | | | | |  | | |
| * There is no evidence provided that the location and any equipment required for the presentation is prepared, or preparation is incomplete and does not take account of seating arrangements and positioning of any required equipment and any other relevant factors, or the seating arrangements and positioning of any required equipment and any other relevant factors are incorrect or inappropriate | | * Evidence is provided that the location and any equipment required for the presentation is prepared and complete, and seating arrangements, positioning of any required equipment and any other relevant factors have been taken into account * There is limited consideration of the actions to be taken should there be any unforeseen problems with the visual aids or other materials or with the location or equipment | | | * Evidence is provided that the location and any equipment required for the presentation is prepared and complete, and seating arrangements, positioning of any required equipment and any other relevant factors have been taken into account * Plans are provided of the actions to be taken should there be any unforeseen problems with the visual aids or other materials or with the location or equipment | | | | |
| / 4  (min. of 2) | | Pass or Referral |
| **Section comments** (optional): | | | | | **Verification comments** (optional): | | | | | | | | |
| **Learning Outcome / Section 2:** Be able to deliver a professional presentation | | | | | | | | | | | | | |
| **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  Present your subject matter supported by facts at an appropriate level of understanding for the audience | **Referral [*ca. 5/20*]** | | **Pass [*10/20*]** | | | **Good Pass [*ca. 15/20*]** | | | | |  | | |
| * Subject matter is not presented at an appropriate level of understanding for the audience and/or is not supported by facts * There is no evidence that the audience is engaged or that learning is taking place, or the pace of the presentation is inappropriate for presenting the subject matter | | * Subject matter is presented at an appropriate level of understanding for the audience and is supported by facts, although the facts may not always be fully referenced * There is evidence that the audience is engaged and that learning is taking place, although some points made in the presentation could have been made clearer or presented in a different way and/or the pace of the presentation is not always appropriate for the subject matter | | | * There is comprehensive evidence that the audience is engaged and that learning is taking place * All points made in the presentation have been made clear or have been presented in the most appropriate way and the pace of the presentation is always appropriate for the subject matter | | | | |
| / 20  (min. of 10) | | Pass or Referral |
| AC 2.2  Respond appropriately to questions from the audience | **Referral [*ca. 2/8*]** | | **Pass [*4/8*]** | | | **Good Pass [*ca. 6/8*]** | | | | |  | | |
| * Questions from the audience are not responded to, or responses are inappropriate, incomplete or incorrect and do not demonstrate sufficient or good understanding of the topic | | * Responses to questions from the audience are limited but sufficient and appropriate and demonstrate good understanding of the topic | | | * Responses to questions from the audience are detailed, appropriate, complete and correct and demonstrate comprehensive understanding of the topic | | | | |
| / 8  (min. of 4) | | Pass or Referral |
| **Section comments** (optional): | | | | | **Verification comments** (optional): | | | | | | | | |
| **Learning Outcome / Section 3:** Be able to evaluate own ability to make professional presentations | | | | | | | | | | | | | |
| **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 3.1  Use feedback from the audience to evaluate own ability to plan and structure a professional presentation | **Referral [*ca. 3/12*]** | | **Pass [*6/12*]** | | | **Good Pass [*ca. 9/12*]** | | | | |  | | |
| * No feedback from the audience has been used * Feedback is too generic, too descriptive, or too limited to support a meaningful evaluation and provide conclusions or recommendations as to own ability to plan and structure a professional presentation | | * Sufficient feedback from the audience has been used to support a meaningful evaluation and provide conclusions or recommendations as to own ability to plan and structure a professional presentation, although: * the feedback may sometimes be subjective * the criteria used for the evaluation may not address the full scope of planning and structuring a professional presentation * the methodology used for collecting and evaluating feedback is not fully planned | | | * A systematic and appropriate methodology that addresses the full scope of planning and structuring a professional presentation has been used to collect and evaluate objective feedback from the audience to support a meaningful evaluation and provide conclusions or recommendations as to own ability to plan and structure a professional presentation | | | | |
| / 12  (min. of 6) | | Pass or Referral |
| AC 3.2  Use feedback from the audience to evaluate own ability to deliver a professional presentation | **Referral [*ca. 3/12*]** | | **Pass [*6/12*]** | | | **Good Pass [*ca. 9/12*]** | | | | |  | | |
| * No feedback from the audience has been used * Feedback is too generic, too descriptive, or too limited to support a meaningful evaluation and provide conclusions or recommendations as to own ability to deliver a professional presentation | | * Sufficient feedback from the audience has been used to support a meaningful evaluation and provide conclusions or recommendations as to own ability to deliver a professional presentation, although: * the feedback may sometimes be subjective * the criteria used for the evaluation may not address the full scope of delivering a professional presentation * the methodology used for collecting and evaluating feedback is not fully planned | | | * A systematic and appropriate methodology that addresses the full scope of delivering a professional presentation has been used to collect and evaluate objective feedback from the audience to support a meaningful evaluation and provide conclusions or recommendations as to own ability to deliver a professional presentation | | | | |
| / 12  (min. of 6) | | Pass or Referral |
| AC 3.3  Implement improvements to own professional presentations | **Referral [*ca. 1/4*]** | | **Pass [*2/4*]** | | | **Good Pass [*ca. 3/4*]** | | | | |  | | |
| * No implicit or explicit evidence is provided that improvements to own professional presentations are, or are being, implemented, or improvements are not based on the evaluations | | * Implicit or limited explicit evidence is provided that improvements to own professional presentations based on the evaluations are, or are being, implemented | | | * Explicit evidence is provided that improvements to own professional presentations based on the evaluations are, or are being, implemented | | | | |
| / 4  (min. of 2) | | 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 of QA Check:** | | | **Outcome** (*delete as applicable*): **PASS / REFERRAL** | | | | | **Signature of QA:**  **Date of QA check:** | | | |