**MARK SHEET – Giving briefings and making 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 briefing or 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** | |
| AC 1.1  Identify appropriate information in line with the objectives of the briefing or presentation | **Referral [ca. 4/16]** | | **Pass [8/16]** | | | | **Good Pass [ca. 12/16]** | |  | |
| * No information is found * Information is given **but** is minimal or is not in line with the objectives of the briefing or presentation | | * Appropriate information in line with the objectives of the briefing or presentation is identified | | | | * Substantial information that is appropriate and in line with the objectives of the briefing or presentation is identified and the objectives are outlined to clarify the alignment | |
| / 16  (min. of 8) | Pass or Referral |
| AC 1.2  Prepare a plan for the content of the briefing or presentation | **Referral [ca. 3/12]** | | **Pass [6/12]** | | | | **Good Pass [ca. 9/12]** | | **Assessor feedback on AC** | |
| * No plan is provided for the content of the briefing or presentation * A plan is given for the content of the briefing or presentation **but** it is minimal or inappropriate | | * A plan for the content of the briefing or presentation is prepared although the plan may be limited | | | | * A thorough and detailed plan for the content of the briefing or presentation is submitted | |  | |
| / 12  (min. of 6) | Pass or Referral |
| **Section comments** (optional): | | | | | **Verification comments** (optional): | | | | | |
| **Learning Outcome / Section 2:** Be able to conduct a briefing or 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** | |
| AC 2.1  Use appropriate presentation techniques and aids to enhance understanding of the topic of briefing or presentation | **Referral [ca. 3/12]** | | **Pass [6/12]** | | | | **Good Pass [ca. 9/12]** | |  | |
| * No evidence is given of the use of appropriate presentation techniques and aids to enhance understanding of the topic of briefing or presentation * Evidence is given of the use of only one appropriate presentation technique and aids to enhance understanding of the topic of briefing or presentation * Evidence is given of the use of at least two appropriate presentation techniques and aids to enhance understanding of the topic of briefing or presentation **but** the evidence is minimal or inappropriate and/or the techniques and aids do not have the potential to enhance understanding | | * Evidence is given of the use of at least two appropriate presentation techniques and aids to enhance understanding of the topic of briefing or presentation | | | | * Ample evidence is given detailing the use of several appropriate presentation techniques and aids to enhance understanding of the topic of briefing or presentation, clarifying how the techniques and aids helped | |
| / 12  (min. of 6) | Pass or Referral |
| AC 2.2  Present information clearly and logically | **Referral [ca. 5/20]** | | **Pass [10/20]** | | | | **Good Pass [ca. 15/20]** | | **Assessor feedback on AC** | |
| * No evidence is given of information presented clearly and logically * Evidence is given of information presented **but** the evidence is inappropriate or minimal and/or the information is not clear and logical * Evidence is given of information presented either clearly or logically, but not both | | * Evidence is given of information presented both clearly **and** logically | | | | * Ample detailed evidence is given of information presented both clearly and logically | |  | |
| / 20  (min. of 10) | Pass or Referral |
| AC 2.3  Present information within agreed time limits | **Referral [ca. 1/4]** | | **Pass [2/4]** | | | | **Good Pass [ca. 3/4]** | | **Assessor feedback on AC** | |
| * No evidence is given of information presented within agreed time limits * Evidence is given of information presented within agreed time limits but the evidence is inappropriate or minimal | | * Evidence is given of information presented within agreed time limits | | | | * Ample detailed evidence is given of information presented within agreed time limits | |  | |
| / 4  (min. of 2) | Pass or Referral |

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| AC 2.4  Respond to questions raised accurately and clearly | **Referral [ca. 3/12]** | | **Pass [6/12]** | | **Good Pass [ca. 9/12]** | | **Assessor feedback on AC** | |
| * No evidence is provided of accurate and clear responses to questions raised * Evidence is provided of only one accurate and clear response to questions raised * Evidence is provided of at least two responses to questions raised **but** the evidence is inappropriate or minimal and/or the evidenced responses are inaccurate or unclear | | * Evidence is provided of two or more accurate and clear responses to questions raised | | * Ample evidence is submitted of a range of accurate and clear responses to questions raised | |  | |
| / 12  (min. of 6) | Pass or Referral |
| **Section comments** (optional): | | | | **Verification comments** (optional): | | | | |
| **Learning Outcome / Section 3:** Be able to evaluate a briefing or 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** | |
| AC 3.1  Design a simple evaluation form to gather feedback on briefing or presentation | **Referral [ca. 2/8]** | | **Pass [4/8]** | | **Good Pass [ca. 6/8]** | |  | |
| * No evidence is given of the design of a simple evaluation form to gather feedback on briefing or presentation * A form is given **but** it is unsuitable to gather feedback on briefing or presentation and/or inappropriate for evaluation | | * A form is given that, although it may be simple and limited, is appropriately designed to effectively gather feedback on the presentation for the purpose of evaluation | | * A form is submitted that is appropriately designed to effectively gather a range of detailed feedback on the presentation to enable a thorough evaluation | |
| / 8  (min. of 4) | Pass or Referral |
| AC 3.2  Use feedback to identify areas for improvement in presentation skills | **Referral [ca. 4/16]** | | **Pass [8/16]** | | **Good Pass [ca. 12/16]** | | **Assessor feedback on AC** | |
| * Only one area for improvement in presentation skills is identified * At least two areas for improvement in presentation skills are identified **but** they are based on self-assessment and/or there is no evidence on their being based on feedback * At least two areas for improvement in presentation skills are identified **but** the identified areas for improvement are inappropriate and/or show no relation to the feedback | | * At least two areas for improvement in presentation skills are identified **and** * the areas for improvement are based on evidence from feedback that is quoted, although the feedback may be limited | | * Several areas for improvement in presentation skills are identified in detail **and** * the areas for improvement are clearly and based on a range of detailed feedback with the link between the feedback and the identified areas made explicitly clear | |  | |
| / 16  (min. of 8) | 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:** | |