**MARK SHEET – Understanding workplace information systems**

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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:** Understand the need to maintain information systems |
| **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 1.1Explain the purpose of record-keeping for the organisation | **Referral [ca. 3/12]** | **Pass [6/12]** | **Good Pass [ca. 9/12]** |  |
| * The purpose of record-keeping for the organisation is merely stated as opposed to explained
* An explanation is given of the purpose of record-keeping for the organisation **but** it is incorrect, inappropriate or minimal
 | * The purpose of record-keeping for the organisation is correctly and appropriately explained although the explanation may be limited
 | * A thorough and detailed explanation is given of the purpose of record-keeping for the organisation
 |
| / 12(min. of 6) | Pass or Referral |
| AC 1.2Identify key information to be recorded to meet organisational and legal requirements | **Referral [ca. 3/12]** | **Pass [6/12]** | **Good Pass [ca. 9/12]** | **Assessor feedback on AC** |
| * There is no identification of key information to be recorded to meet organisational and legal requirements
* Key information to be recorded is identified but is not related to organisation and legal requirements and/or is incorrect, inappropriate or minimal
 | * A correct identification is given of key information that needs to be recorded in order to meet both organisational and legal requirements although the particular requirement for the information is more implicit than explicit
 | * A detailed identification is given of a range of key information that has to be recorded in order to meet organisational and legal requirements with the nature of those requirements made explicitly clear
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| / 12(min. of 6) | Pass or Referral |
| AC 1.3Identify appropriate systems to store and retrieve information | **Referral [ca. 3/12]** | **Pass [6/12]** | **Good Pass [ca. 9/12]** | **Assessor feedback on AC** |
| * Less than two systems to store and retrieve information are identified
* Two or more systems to store and retrieve information are identified **but** the systems are inappropriate
* Systems to store information are identified **but** the systems do not recognisably enable retrieval
 | * Two or more appropriate systems to store and retrieve information are correctly identified
 | * Several appropriate systems to store and retrieve information are identified in detail
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| / 12(min. of 6) | Pass or Referral |
| AC 1.4Explain the need to control data access | **Referral [ca. 3/12]** | **Pass [6/12]** | **Good Pass [ca. 9/12]** | **Assessor feedback on AC** |
| * The need to control data access is merely stated as opposed to explained
* Data control itself is explained **but** not the need for it
* The need to control data is explained but the explanation is incorrect, inappropriate or minimal
 | * The need to control data access is correctly and appropriately explained although the explanation may be limited
 | * The need to control data access is thoroughly explained in detail
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| / 12(min. of 6) | Pass or Referral |
| AC 1.5Identify records which are included under relevant legislation (for example the Data Protection Act of 1998) | **Referral [ca. 3/12]** | **Pass [6/12]** | **Good Pass [ca. 9/12]** | **Assessor feedback on AC** |
| * Records which are included under relevant legislation are not identified
* Records which are included under relevant legislation (for example the Data Protection Act of 1998) are identified **but** the identification is incorrect or minimal
 | * Two or more records which are included under relevant legislation (for example the Data Protection Act of 1998) are identified
 | * Several records which are included under relevant legislation (for example the Data Protection Act of 1998) are identified in detail
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| / 12(min. of 6) | Pass or Referral |
| **Section comments** (optional): | **Verification comments** (optional): |

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| **Learning Outcome / Section 2:** Understand the use and application of IT applications for information systems in an organisation  |
| **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 2.1Identify different uses or applications of spreadsheets and/or databases in the organisation | **Referral [ca. 4/16]** | **Pass [8/16]** | **Good Pass [ca. 12/16]** |  |
| * Less than two different uses or applications of spreadsheets and/or databases in the organisation are identified
* Two or more different uses or applications of spreadsheets and/or databases in the organisation are identified **but** they are incorrect, inappropriate or minimal
 | * At least two different uses or applications of spreadsheets and/or databases in the organisation are correctly and appropriately identified although the uses/applications may not be significantly different
 | * Several significantly different uses or applications of both spreadsheets **and** databases in the organisation are identified, with the way they are used also made clear
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| / 16(min. of 8) | Pass or Referral |
| AC 2.2Explain the value of electronic communication methods | **Referral [ca. 3/12]** | **Pass [6/12]** | **Good Pass [ca. 9/12]** | **Assessor feedback on AC** |
| * The value of electronic communication methods Is merely stated as opposed to explained
* An explanation is given of the value of electronic communication methods **but** the explanation is incorrect, inappropriate or minimal
* Electronic communication methods themselves are explained **but** not their value
 | * The value of electronic communication methods is explained although the explanation may be limited
 | * A thorough and detailed explanation is given of the value of electronic communication methods
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| / 12(min. of 6) | Pass or Referral |
| AC 2.3Describe how data used to manage workplace information is backed up in the organisation | **Referral [ca. 3/12]** | **Pass [6/12]** | **Good Pass [ca. 9/12]** | **Assessor feedback on AC** |
| * How data used to manage workplace information is backed up in the organisation is merely stated as opposed to described
* A description is given of how data used to manage workplace information is backed up in the organisation **but** it is incorrect, inappropriate or minimal and/or the description is not related to the organisation
 | * A description is given of how data used to manage workplace information is backed up in the organisation although the description may be limited
 | * A thorough and detailed description is given of how data used to manage workplace information is backed up in the organisation
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| / 12(min. of 6) | 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:** |