**MARK SHEET –Making a financial case**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 financial concepts used to inform management decisions | | | | | | | | | | | | |
| **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  Explain the differences between capital and revenue expenditure, using examples | **Referral [*ca. 5/20*]** | | **Pass [*10/20*]** | | | **Good Pass [*ca. 15/20*]** | | | |  | | |
| * The differences between capital and revenue expenditure are not explained, or the explanation is incorrect or deficient, or no examples are used, or the examples are incorrect, or capital and revenue expenditures are merely described with no account of the practices associated with capital and revenue expenditure to explain the differences between the two | | * A limited but sufficient account of the practices associated with capital and revenue expenditure is provided with correct and appropriate examples that explain the differences between the two, although the context is limited | | | * A full account of the practices associated with capital and revenue expenditure is provided with correct, appropriate and thorough examples that explain the differences between the two in a broad context | | | |
| / 20  (min. of 10) | | Pass or Referral |
| AC 1.2  Explain how costs are classified, using examples | **Referral [*ca. 5/20*]** | | **Pass [*10/20*]** | | | **Good Pass [*ca. 15/20*]** | | | |  | | |
| * How costs are classified is not explained, or the explanation is incorrect or deficient, or no examples are used, or the examples are incorrect, or cost classifications are merely listed or stated with no reasons given to explain how they are classified | | * Limited but sufficient reasons are provided with correct and appropriate examples to explain how costs are classified, although the context is limited | | | * Considered and detailed reasons are provided with correct, appropriate and thorough examples to explain how costs are classified in a broad context | | | |
| / 20  (min. of 10) | | Pass or Referral |
| AC 1.3  Explain how costs are allocated, using examples | **Referral [*ca. 5/20*]** | | **Pass [*10/20*]** | | | **Good Pass [*ca. 15/20*]** | | | |  | | |
| * How costs are allocated is not explained, or the explanation is incorrect or deficient, or no examples are used, or the examples are incorrect, or how costs are allocated is merely listed or stated with no reasons given to explain how they are allocated | | * Limited but sufficient reasons are provided with correct and appropriate examples to explain how costs are allocated, although the context is limited | | | * Considered and detailed reasons are provided with correct, appropriate and thorough examples to explain how costs are allocated in a broad context | | | |
| / 20  (min. of 10) | | Pass or Referral |
| **Assessment comments** (optional): | | | | | **Verification comments** (optional): | | | | | | | |
| **Learning Outcome / Section 2:** Be able to make a financial case to inform a management decision | | | | | | | | | | | | |
| **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  Use a range of financial evaluation techniques to inform a management decision | **Referral [*ca. 10/40*]** | | **Pass [*20/40*]** | | | **Good Pass [*ca. 30/40*]** | | | |  | | |
| * No financial evaluation techniques have been used, or the financial evaluation techniques are incorrect or inappropriate, or have been used incorrectly or inappropriately * There is no evidence that the financial evaluation techniques have been used to inform a management decision * Only one financial evaluation technique has been used | | * A limited but sufficient range of appropriate but similar financial evaluation techniques have been used to inform a management decision and the financial evaluation techniques have been used correctly and appropriately, although the extent to which the financial techniques have informed the financial decision is imprecise | | | * A range of DCF and non-DCF financial techniques have been used correctly and appropriately to inform a management decision and the extent to which the financial techniques have informed the financial decision is explicit, detailed and precise | | | |
| / 40  (min. of 20) | | Pass or Referral |
| **Assessment 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:** |