**MARK SHEET –Data collection and analysis to justify management decision-making**

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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 how to gather, analyse, and present data |
| **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 1.1Gather data on an organisational issue from a range of sources | **Referral [ca. 6/24]** | **Pass [*12/24*]** | **Good Pass [ca. 18/24]** |  |
| * Data on an organisational issue is not gathered
* An organisational issue is not identified, or is inappropriate
* Data is gathered that is not relevant to, or appropriate for, the organisational issue identified, or data has merely been gathered with no reference to an appropriate organisational issue
* The data gathered:
* is not verified or the sources are not referenced
* is not sufficient to enable a meaningful analysis to be undertaken
* is from one source
* is not sufficient to meaningfully address the scope of the organisational issue
 | * The data gathered is sufficient to undertake a meaningful analysis, although the data may not always be clearly verified or wholly referenced, or the data gathered may not address the full scope of the organisational issue, or the data is gathered from a limited range of sources in comparison to the organisational issue identified
 | * Comprehensive data that is relevant to, and appropriate for, an identified and appropriate organisational issue is gathered from a wide range of sources that reflect the full scope of the organisational issue
* The data gathered is always verified or referenced and permits a meaningful analysis to be undertaken with a high level of confidence
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| / 24(min. of 12) | Pass or Referral |
| AC 1.2Analyse data, identifying patterns and anomalies | **Referral [ca. 6/24]** | **Pass [*12/24*]** | **Good Pass [ca. 18/24]** |  |
| * Data has not been analysed to discover the meaning or essential features of the data or to identify possible causation and/or draw conclusions from identified patterns or anomalies, or the analysis is inappropriate, incomplete, or incorrect
 | * Data has been appropriately and correctly analysed to discover the meaning or essential features of the data or to identify possible causation and/or draw conclusions from identified patterns or anomalies, although the analysis may be limited in comparison to the data gathered
 | * The full range of data has been appropriately and correctly analysed to discover the meaning or essential features of the data or to identify possible causation and/or draw conclusions from identified patterns or anomalies
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| / 24(min. of 12) | Pass or Referral |
| AC 1.3Present analysis of data in a suitable format for the intended audience | **Referral [ca. 6/24]** | **Pass [*12/24*]** | **Good Pass [ca. 18/24]** |  |
| * Analysis of data is presented with no reference to the intended audience, or the intended audience is not identified or is unclear, or the analysis of data is not presented in a suitable format for the identified intended audience, or the analysis of data is presented inappropriately or incorrectly
 | * Analysis of data is presented correctly in an appropriate format with reference to an identified intended audience, although the presentation may require some additional effort to attain a professional standard
 | * Analysis of data is presented correctly in an appropriate format and to a professional standard with reference to an identified intended audience
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| / 24(min. of 12) | Pass or Referral |
| **Assessment comments** (optional): | **Verification comments** (optional): |
| **Learning Outcome / Section 2:** Be able to use data analysis to justify 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 2.1Justify a management decision, using data analysis to support your rationale | **Referral [ca. 7/28]** | **Pass [*14/28*]** | **Good Pass [ca. 21/28]** |  |
| * A management decision has not been justified by presenting a rationale for a particular action or choice, or a management decision has been justified with no reference to the data analysis, or the data analysis has been interpreted incorrectly or inappropriately and does not support the rationale for the management decision
 | * A management decision is justified by presenting a rationale for a particular action or choice that is supported by a correct and appropriate interpretation of the data analysis that supports the rationale, although the full scope of the management decision may not always be entirely justified by the analysis or the implications of the management decision have not always been considered
 | * The full scope of a management decision is justified by presenting a rationale for a particular action or choice that is supported by a correct and appropriate interpretation of the data analysis that supports the rationale with full consideration given to the implications of the decision
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| / 28(min. of 14) | Pass or Referral |
| **Assessment comments** (optional): | **Verification comments** (optional): |
|  | **/ 100** | **TOTAL MARKS** |

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| **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:** |