

Assessment Criteria Grid

Assessor to exercise academic judgement in choosing - and assigning marks in - the best matching category in each achievement area.

Weighting	Achievement Area	0-39% (Fail)	40-59% (Pass)	60-69% (Commendation)	70-100% (Distinction)
20%	Presentation & communication	<p>Submission instructions not followed.</p> <p>Frequent spelling, punctuation and/or grammatical errors that obscure the intended meaning.</p> <p>Lack – or inappropriate use – of tables, diagrams and/or images.</p>	<p>Some presentation issues but intended meaning is mostly clear.</p>	<p>Appropriate writing style, with good spelling, punctuation & grammar.</p> <p>Report organised and readable. Table of contents included and reference list in Harvard style.</p> <p>Appropriate use of tables and figures – numbered and labelled.</p>	<p>Commendation criteria <i>clearly</i> satisfied/surpassed, plus:</p> <ul style="list-style-type: none"> Report is interesting and engaging. Thoughts logically organised & clearly expressed, with an appropriate level of detail. Effective and consistent use of formatting & layout, including: paragraphs, lists, tables, typeface, etc. No significant spelling, punctuation or grammatical errors.
30%	Knowledge of organisation and own role	<p>Little or no detail on the organisation's history or management structure.</p> <p>Little or no understanding of the organisation's core business, or who its customers/clients are.</p> <p>Account of own role is unclear or lacking in detail.</p>	<p>Good knowledge of the organisation's management structure and core business.</p> <p>Clear account of own role within the organisation.</p>	<p>Clear account of organisation's management structure. Clear account of organisation's core business and the needs of its clients/customers.</p> <p>Clear account of own role and management/supervision arrangements.</p>	<p>Commendation criteria <i>clearly</i> satisfied/surpassed, plus:</p> <ul style="list-style-type: none"> Clearly articulated understanding of the organisation as a whole, including how each functional unit supports the core business. Clearly articulated understanding of the significance of own role in contributing to organisation's core business. Clearly articulated understanding of how own role interdepends with those colleagues.

50%	Reflection & Evaluation	<p>Little or no evidence of reflection.</p> <p>Little or no evidence that student has taken advantage of learning opportunities.</p>	<p>Evidence of reflection on most aspects of the placement experience.</p> <p>Some awareness of how placement has contributed to own employability.</p>	<p>Evidence of reflective engagement with the placement competencies. Evidence of reflection on own learning, and appropriate engagement with available learning opportunities.</p> <p>Awareness of own personal & professional development and of how this relates to employability in the graduate job market.</p>	<p>Commendation criteria <i>clearly</i> satisfied/surpassed, plus:</p> <ul style="list-style-type: none"> Clearly articulated evidence of thoughtful reflection on <i>all</i> aspects of the placement experience. Clearly articulated evidence of reflection on own learning, including, where appropriate, actively seeking learning opportunities. Awareness of own value and effectiveness as an employee, and of the factors that have contributed to this. Awareness of a range of career options, reflecting appropriate knowledge of the graduate job market.
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