

## Generic Marking Guide and Criteria for SAP Individual component

This assignment will assess student's ability to determine the relevant master data and transactions, creation of master data and execution of relevant transactions, determination of the appropriate allocation method and its execution, and publication of relevant reports and correct values in the reports. Further it will assess the presentation of the information in the assignment as required – i.e. table of master data and document number, appropriate and visible screen shots, details/titles of the screen shots; proper identification details.

- A. **Technical work:** Determination and creation of relevant master data and execution of transactions and cost allocations and reports (maximum marks = 10)

| Marks                           | Criteria for assessment   |
|---------------------------------|---|
| Unsatisfactory<br>Up to 5 marks | Majority of master data and transactions, and their document numbers missing in the system/submission; Required allocations are incomplete or missing and/or incorrect methods used; no attempt made at indicating which method used for which cost allocation; many values missing in the reports as they are not posted   |
| Average                         | Some of the master data or transactions (document numbers) not created/executed (therefore missing in the submission); No clarity on which one is cost center, which document is for invoice posting or which document one for direct activity allocation etc; Some allocations are missing or has incorrect values or incorrect execution in the system or application or incorrect method of allocation     |
| Good                            | All the master data and/or document numbers correctly stated; all the allocation methods correctly identified with relevant costs and executed well in the system and presented in the submission; Some values are incorrectly posted or missing in the reports or some part of the report missing, or some values are incorrect.   |
| Excellent                       | All the relevant items of master data, transactions and reports correctly created and executed in the system and presented with details in the submission (i.e., Which one is what); all allocations are perfectly carried out and clearly presented with titles and appropriate screen shots as asked in the assignment; All the values are correct and correctly posted and appear in the required reports. |

- B. **Presentation** – table of data, screens, visibility, correct values & SAP user identification (Maximum marks = 5)

| Marks     | Student response   |
|-----------|--|
| Poor      | Missing or incomplete table of master data; no proper details in the master data; poor visibility of screens due to absence of cropping/resizing of screen shots; Missing or incorrect SAP User identification and/or Student ID missing in the page header      |
| Good      | Basic master data details, basic screens with headings provided, but some details in the screens not visible and not properly resized/cropped; some titles missing and/or inadequate; and/or some identification details in the page header missing or incorrect |
| Excellent | Clean and clear table of master data and doc numbers etc; good visible screen shots properly cropped, clear identification details in page header – excellent presentation with attention to details   |