Assessment grading criteria (AD2)

Centre devised assessment development

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Qualification	Assessment title
Unit	**Version** *(if applicable)*

Centre name	Candidate name
Centre number	**Candidate number**

For each task, the grading criteria to be applied are as follows: At pass, these are the relevant assessment criteria (AC) from the unit. For the grades, these are the generic criteria as specified in the unit specification. Notes on the form evidence might take in the context of the specific tasks are also to be noted where appropriate.

Task 1:

Pass	The candidate has	*<insert the unit assessment criteria that relate to the task here>*	
		<you may also insert your own notes and indicators that help define what evidence to look for in the context of this task >	
Merit	The candidate has achieved everything at pass grade and		
Distinction	The candidate has achieved everything at pass and merit grade and		

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Task 2:

Pass	The candidate has	*<insert the unit assessment criteria that relate to the task here>*	
		<you may also insert your own notes and indicators that help define what evidence to look for in the context of this task >	
Merit	The candidate has achieved everything at pass grade and		
Distinction	The candidate has achieved everything at pass and merit grade and		

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Task 3:

Pass	The candidate has	*<insert the unit assessment criteria that relate to the task here>*	
		<you may also insert your own notes and indicators that help define what evidence to look for in the context of this task >	
Merit	The candidate has achieved everything at pass grade and		
Distinction	The candidate has achieved everything at pass and merit grade and		

***All unit ACs must be achieved for the unit credits to be achieved.**

Assessor signature & date (when all tasks complete)		**IQA signature & date**	
		EQA signature & date	

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Overview of guidance for filling out this form

(For more information see the guidance document GM1. These notes are for easy reference and can be deleted on completion of the form).

This form becomes the marking guidance for the assessment tasks you have written, and its main aim is to support you during marking to make consistent decisions.

1. Insert the actual assessment criteria from the unit that relate to the task into the first space in the first column – as indicated by the instructions in <>. If there are too many assessment criteria to fit in this format you may devise another format to suit, but it must be clear that the candidate performance is assessed directly against the unit criteria for pass.
2. From the specific guidance document for the qualification (GMXXXX) identify the grading criteria that are to be used for the unit.
3. Copy the generic grading statements for merit and distinction into the next columns as indicated.
4. Referring to the assessment you have produced, make notes and devise statements that help you and any assessment colleagues to identify evidence in the context of your assessment that demonstrates the qualities specified in the generic criteria – there are some examples given in GM2 that may help you. If there you are part of a team of assessors, it is important to agree these as a group to standardise your marking.
5. Repeat with the remaining tasks.
6. If the same grading criteria are to be used for all tasks it may not necessary to repeat the generic criteria each time unless it is helpful during marking.
7. This completed form, along with the assessment tasks (AD1), must be checked by the Internal Quality Assurer (IQA) before use.