



## MARKING SHEET FOR STUDENT'S WORK

|                        |                                                       |
|------------------------|-------------------------------------------------------|
| <b>Student Name:</b>   | Emily Beardsworth                                     |
| <b>Course:</b>         | Advanced Diploma in Admin, Secretarial and PA Level 5 |
| <b>Student Number:</b> | 34848                                                 |
| <b>Assignment:</b>     | 05                                                    |

## UNDERSTANDING YOUR RESULT

The course is made up of units, which contain assignments. To complete each unit your work is assessed by your tutor along the way.

Note: If the student has achieved less than 40% marks in the assignment it means that the learning objectives have not met and the student will be required to resubmit the assignment.

### UNIT RESULTS ARE GRADED AS:

|                 |             |             |                  |                  |
|-----------------|-------------|-------------|------------------|------------------|
| <b>Resubmit</b> | <b>Pass</b> | <b>Good</b> | <b>Very Good</b> | <b>Excellent</b> |
| 0-39%           | 40-59%      | 60-69%      | 70-89%           | 90+ %            |

### QUESTIONS AND GRADES

|                     |              |
|---------------------|--------------|
| <b>Question No.</b> | <b>Grade</b> |
| <b>1</b>            | Excellent.   |
| <b>2</b>            | Excellent.   |
| <b>3</b>            | Excellent.   |

### OVERALL GRADING:

|                           |                                                                                                                |
|---------------------------|----------------------------------------------------------------------------------------------------------------|
| <b>Date Graded:</b>       | 03.02.2020                                                                                                     |
| <b>Overall Grade:</b>     | <b>Excellent</b>                                                                                               |
| <b>Comments:</b>          | Outstanding answers, showing evidence of a very high level of independent background research and originality. |
| <b>Tutor:</b>             | Dr. Irfan Raja                                                                                                 |
| <b>Internal Verifier:</b> |                                                                                                                |