

## ASSESSMENT CRITERIA FOR LEVEL 4 CERTIFICATE QUALIFICATIONS

Learning at this level involves the demonstration of high levels of knowledge, a high level of work expertise in job roles and competence in managing and training others. Candidates must be able to formulate solutions and responses to typical problems and situations arising in the course of their work. The following criteria provide a broad indication of the nature of answers needed to secure the scores shown.

### SHORT ESSAY

#### **75%+ Distinction**

Reserved for answers of distinguished quality showing extensive background reading/research and knowledge and excellent understanding of issues and concepts raised in the question. Free from factual errors, contains no irrelevant material. Arguments supported by good reasoning and knowledge. Answers should be well organised, fluent and with supported conclusions.

#### **45% - 74% Pass**

Answers will demonstrate a reasonable level of understanding and meet the examiner's basic requirements; some evidence of knowledge of issues raised by the question; limited additional reading/research and background knowledge shown. Restricted use of sources and cases; contains some errors of fact.

#### **0% - 44% Fail**

Unsatisfactory answer, but does show some grasp of some of the issues and necessary knowledge. Answers may suggest only basic or limited study undertaken. Answers contain wrong information, little evidence of study and no evidence of background reading or research. Answers offer no argument or conclusion.

### MULTIPLE CHOICE

#### **88%+ (22-25) Distinction**

22 or over answered correctly

#### **72% - 84% (18-21) Pass**

18 minimum answered correctly

#### **0% - 68% Fail**

Less than 18 answered correctly

The successful achievement of all units will result in either a Pass or Distinction Grade; in order to obtain an overall grade of Distinction you need to achieve 4 out the 6 units with individual marks Distinction grade or higher and obtained during the first sitting. Exemptions and 2nd/3rd attempts will only result in a final overall grade of Pass.