

Written Report Marking Scheme

Medium:	Report
Word Limit:	3000 word (+/- 10% allowance)
Submission date:	3 months post completion of attending the course and successfully passing the online and oral examinations.

The following outlines specific information provided to the candidate on how for each area shown below, where the weighting on marks will be achieved.

Marking Guidelines:

Structure	10%
Objectives	10%
Knowledge:	20%
Analysis:	50%
Research	5%
Referencing	5%

The marking scheme must show that for each requirement set by the examiner and moderator, what you are expecting to see from the candidate and where they can achieve marks. This will be aided by the assessment criteria set for this submission.

	Skills to be demonstrated	Marking requirements	% of marks
1.	Structure	<p>Structure of report clearly defines the introduction, main text and conclusions to the written report and presented with a clear and logical manner.</p> <p>Spelling and Grammar</p> <p>Use of Acronyms without explanation / Assumption that the reader knows the subject matter</p> <p>References, appendices, and footnotes as appropriate</p> <p>Word count within +/- 10%</p>	10
2.	Objectives	<p>The objectives of the written report are fully met.</p> <p>Good understanding of the report subject area</p> <p>Thorough explanation of subject area discussed in the written report</p>	10
3.	Knowledge	<p>Understanding of the relevant legislation, case law and available guidance to support the research</p> <p>Correct legislation accurately cited and referenced</p> <p>No excerpts of the legislation to be included to bulk out word count</p> <p>Demonstrate an understanding of the background relating to the objectives of the report</p>	20
4.	Analysis	<p>Analysis of the issues relative to the written report and the objectives.</p> <p>Analysis of any data available (qualitative & quantitative)</p> <p>Analysis of the relevant aspects of the applicable legislation</p> <p>Depth of discussion relevant to the objectives of the written report and supported elements</p> <p>Conclusions drawn from the analysis</p>	<p>10</p> <p>10</p> <p>10</p> <p>10</p> <p>10</p>
5.	Research	Is any research carried out accurate	5
6.	Referencing	Referencing correct and any foot notes included	5

