

# ASSIGNMENT COVER & MARKING SHEET

## IMPORTANT NOTES

1. This form is only applicable to ERCI proprietary programmes.
2. Please list all participants' IDs if this is submitted for a group assignment.

## PART A: ASSIGNMENT DETAILS

<input type="checkbox"/> Certificate	<input type="checkbox"/> Diploma	<input type="checkbox"/> Advanced Diploma	<input type="checkbox"/> Individual	<input type="checkbox"/> Group	<input type="checkbox"/> PT	<input type="checkbox"/> FT
Student ID(s):						
Programme:				Lecturer:		
Module:		No. of Pages:		Total Word Count:		

## PART B: STUDENT ACKNOWLEDGMENT

Except where appropriately acknowledged, this assignment is my own work, has been expressed in my own words, and has not previously been submitted for assessment.

Signature:	Date:
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## PART C: MARKS ALLOCATION

S/N	Assessment Items	1 <sup>st</sup> Marker	2 <sup>nd</sup> Marker	Moderator	MAX
1	<b>Formatting requirements &amp; Table of contents</b> Cover page – name/group members' names/ IDs Executive summary (if applicable) Introduction Subject matter Recommendations Conclusion List of references (compulsory) Appendices (if applicable)				5
2	<b>Report Structure</b> Consistency of presentation Degree of creativity Assignment Structure (Provide consistent headings and sub-headings)				10
3	<b>Citation and referencing requirements</b> Standard Harvard referencing Appropriate in-text citation Referencing in alphabetical order				15
4	<b>Content and organisation requirements</b> Questions answered adequately Use of theories and concepts Quality of written contents (clarity, conciseness, accuracy, completeness) Relevancy of discussion Critical thinking (analytical, alternative views) Readable content Logical content				40
5	<b>Research objectives</b> Quality of data collections Ability to identify, analyse and offer accurate findings Ability to present the data in a clear and organised format (tables, graphs, charts, diagrams) Applied learning experiences				20
6	<b>Language</b> Accuracy of language (sentence structure, tenses, spelling, punctuation)				10
<b>Total Marks Awarded:</b>					100

### Comments (if any)


## PART D: FOR OFFICIAL USE ONLY

Name of Lecturer:	Signature & Date:
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