



**Lift and Escalator Industry Association  
LEIA Educational Trust  
Distance Learning Course  
Assessment Regulations**



## **ASSESSMENT SUMMARY**

ASSESSMENT ITEMS	WEIGHTING
Full Unit: 6 × Computer Marked Assignment Half Unit: 3 × Computer Marked Assignment	20%
End of Unit Test (End Test)	80%

All Computer Marked Assignments (CMAs), and the End Test must be completed within one (1) year and six (6) months of enrolment for full units and one (1) year and one (1) month for half units. Failure to adhere to the assessment timeline will result in a fail.

- To pass a unit learners must achieve an overall weighted aggregate mark of 70%.
- Learners who achieve an overall weighted aggregate mark of 85% or more will be awarded a pass with Merit.
- Learners achieving an overall weighted aggregate mark of 95% or more will be awarded a pass with Distinction.

An overall weighted aggregate is defined as the combined marks from the CMAs and the End Test.

## **ASSESSMENT ITEMS**

### **Computer Marked Assignment (CMA)**

The CMAs are intended to be completed in 'open book' format and the questions are positioned to evaluate the learner's knowledge and understanding, rather than the extent to which they can remember what they have read. As such, CMAs are summative assessments and will provide credit towards the final mark for the Unit.

Each CMA consists of ten multiple choice questions covering content from the previous six or seven Learning Packages (LPs).

All CMAs will be facilitated using an online computer system; learners will be given unique login details to access the system in their joining letter when enrolled. All marking is performed by the online computer system.

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CMAs must be completed and submitted by the completion date detailed in the course timetable. A CMA submitted up to one week late may not receive a mark more than 50%. A CMA submitted one to two weeks late may not receive a mark more than 40%.

Two weeks after the completion date, learners will be provided with 'solutions and feedback' to the CMA questions to assist with self-assessment of their learning. A CMA submitted after solutions have been provided will not receive credit. Nevertheless, to ensure that learners are progressing through the programme, all CMAs must be submitted for assessment, regardless of whether they attract any credit.

### **End Test**

Learners should complete the End Test remotely within the two-week timeframe detailed on the course timetable. End Tests are conducted as 'closed books', therefore learners will not be permitted to utilise any reference material during the examination.

The End Test will be facilitated using the same online computer system as the CMAs by using the login details received in the joining letter. All marking is conducted initially by the online computer system.

It is recognised that since the generality of learners are full time employment, their primary responsibility to their employer may interfere with their availability to attend the End Test on a particular day. Consequently, each student, in conjunction with their company manager, is permitted to choose any one of the three successive End Test dates following commencement of their studies. The learner must 'opt in' to sit the End Test two weeks before the End Test date by returning to LEIA the opt-in letter issued via email.

All attempts (first sit and resit) must be completed within the three opportunities provided, i.e. if a student chooses to delay the first sit until the third available test date, no resit opportunity would remain.

### **MODERATION CRITERIA**

#### **Fails**

Moderation will not be offered to learners who do not achieve an aggregated score of at least 65%. Learners who fail the course are given one opportunity to resit the End Test. Learners who successfully pass the resit will be subject to a moderated pass capped at 70%.

If a learner fails the resit they must re-enrol on the course and to restart the learning and will be charged the applicable course fee without exception.

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#### **Marginal fails**

The End Test will be moderated where a learner achieves an aggregated mark of 65 – 69% at the first attempt, but fails to achieve a pass of 70%. Moderation is only applicable to End Test marks because the CMA questions are carried out under 'open book' conditions, therefore, moderation of the CMA or resits of CMA are not available. Moderation criteria:

- Where a learner does not initially achieve the pass level of 70% but achieves an aggregated mark in excess of 65%, the End Test will be moderated to determine if a pass can be awarded.
- Where the moderation process enhances the learner's overall unit score to or beyond the 70% pass level, the learner will be recommended to the LEIA Board for a 'moderated pass' capped at 70%.

Where a learner does not achieve the pass level after moderation, they are entitled to one resit of the course. The mark achieved in the End Test resit, together with the CMA marks previously recorded will determine the learner's overall score. The mark achieved in the resit of the End Test is capped at 70% and replaces the mark achieved at the first sit, regardless of whether the resit mark is greater or lesser than the first sit.

#### **Enhanced moderation**

Moderation will also take place when a learner is close to the threshold of a merit or a distinction. Please see the moderation criteria below:

- Learners who score in excess of 80% aggregated marks in the End Test the moderation process may enhance the score level and the learner will be recommended to the LEIA Board for a 'moderated merit' capped at 85%.
- Learners who score in excess of 90% aggregated marks in the End Test the moderation process may enhance the score level and the learner will be recommended to the LEIA Board for a 'moderated distinction' capped at 95%

In all circumstances detailed herein, the moderation process is based on the learner's weighted aggregate score from the Computer Marked Assignments and End Test, not the End Test mark in isolation.

#### **Moderation Board**

The Moderation Board, consisting of a subcommittee of the LEIA Education and Training Committee in consultation with the LEIA Head of Learning, Education and Development and any other education expert of their choosing, has absolute discretion in the application of moderating scores in relation to any learner.

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**Moderation process: End Test multiple choice questions**

In End Test multiple choice questions, a learner must choose one or more 'required'(correct) answers from a list of three to five possible answers.

If the learner selects all the available answers the mark is zero. However, if a learner selects a number of answers, some of which are drawn from amongst the 'required' answers, and some are not, the computer algorithm will mark such an answer as wholly wrong and give no credit. Such answers will be moderated to give some credit for the correctly selected choices, as defined by the moderation scheme below.

<b>Learner's Multiple Choice Selections</b>	<b>Four correct answers selected</b>	<b>Three correct answers selected</b>	<b>Two correct answers selected</b>
Four possible correct answers	1	0.75	0.5
Three possible correct answers	-	1	0.67
Two possible correct answers	-	-	1

**Moderation of 'Fill in the Blank' questions**

Fill in the Blank questions, asking for a specific item of information are 'correct' or 'incorrect', with the caveat that a learner may specify a correct answer in a way that has not been included in the question database. Whether the answer is alphabetic or numeric, the algorithm marks by seeking given 'character strings', e.g., if the answer is "10", then the algorithm looks for the character "1" followed by the character "0", rather than the number "10". There is some flexibility in that a list of up to ten acceptable answers can be registered, thereby allowing for spelling or spacing errors.

However, the algorithm will not accommodate a numerical answer specified in terms of a defined range, e.g. 9.5 - 10.5, which would allow for 'rounding errors' in the calculation, or for a variable number of significant figures.

For each question, the maximum permitted range of specific answers has been included in the question database, and learners are instructed as to the number of significant figures/decimal places etc. required.

Questions will be moderated where a learner has given a 'correct' answer in a format not included in the range of answers within the question database.