



SUMMARY

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

In order to pass a unit overall, candidates must **submit all coursework** and achieve a weighted aggregate overall mark of **70% within** six semesters (2 years and 1 month) of enrolment (Full Units) or within 5 semesters (1 year and 8 months) of enrolment (Half Units).

Candidates achieving a weighted aggregate overall mark of **85% or more** will be awarded a **pass with Merit**.

Candidates achieving a weighted aggregate overall mark of **95% or more** will be awarded a **pass with Distinction**.

To be eligible for Merit or Distinction grade, candidates must achieve the relevant mark at the first attempt, i.e. without application of any of the recovery mechanisms described here below.

Recovery

Application of the recovery mechanisms described in these regulations is based on the candidates overall, weighted aggregate score, not the basic End Test score.

Where a candidate does not achieve the pass level at the first attempt, marks for the End Test will be moderated as described overleaf. Where a candidate does not achieve the pass level after moderation, the following, additional recovery mechanisms are available:

- Where a candidate does not achieve the pass level after moderation, but achieves an overall mark in excess of 65%, a compensation mechanism may be applied as described overleaf.
- Where, after moderation, but without the application of any compensation mechanism, the candidate achieves an overall mark 60% or greater, there will be the opportunity to undertake a "Supplementary Compensation Test (SCT)" as described overleaf. The SCT will provide an opportunity to add a maximum of 10% to the overall mark for the unit.
Where a candidate has undertaken the SCT, compensation as described under (a) above will not be applied.
- Where a candidate, after moderation together with the application of any available compensation mechanism, or after undertaking the SCT, still does not achieve a pass, the SCT mark will be discounted, and that candidate may undertake one, and only one, second sit of the End of Unit Test at the next opportunity.

The mark achieved in the End of Unit Test second sit, together with the course work mark previously recorded will determine the candidate's overall score.

The mark achieved in the second sit of the End of Unit Test replaces the mark achieved at the first sit, independent of whether the resit mark is greater or less than the first sit mark.

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Capping of Final Mark

The final mark for a candidate taking advantage of any of the recovery mechanisms defined above will be capped at 70%.

Moderation Board

The Moderation Board, consisting of a subcommittee of the LEIA Education and Training Committee in consultation with the LEIA Safety and Training Manager and any other education expert of their choosing, has absolute discretion in the application of the available recovery mechanisms in relation to any candidate.

ASSESSMENT ITEMS

Computer Marked Assignment (CMA)

Each CMA consists of ten, multiple choice questions covering the content of six or seven of the Learning Packages (LP's). The primary objective of the CMA's is formative rather than summative assessment. That is to say the CMA's are intended to be completed in 'open book' format, and the questions are designed to test the student's understanding, rather than the extent to which they can simply remember what they have read. Nevertheless, the summative assessment of the CMA's will provide credit towards the final mark for the Unit.

To receive credit, coursework must be submitted by the due date. An element of coursework submitted up to one week late may not receive a mark in excess of 50%.

Work submitted more than one week late may not receive a mark in excess of 40%.

Two weeks after the due date, students will be provided with 'model' solutions to the CMA questions to assist with self-assessment of their learning. Coursework submitted after solutions have been provided will not receive credit. Nevertheless, in order to ensure, as far as possible, that students are progressing through the learning programme, all CMA's must be submitted for assessment, whether or not they attract any credit.

End of Unit Test (ET)

The End of Unit Test will be conducted under fully invigilated conditions at a 'neutral' location away from the candidate's normal place of work. Candidates will be required to produce satisfactory identification (e.g. driving licence with a photograph) and will not be permitted to take any reference information into the examination.

It is recognised that since the generality of students is in full time employment, their primary responsibility to their employer may interfere with their availability to attend for the End Test on a particular day. Consequently, each student, in conjunction with her/his company supervisors and managers is permitted to choose any one of the five successive End Test dates following commencement of his/her studies. **Non-attendance on the day designated by the student/company will result in failure of the End Test.** The student must register for the chosen test date (first sit or resit) at least two months prior to attending.

All attempts (first sit and any resit) must be completed within these five opportunities, i.e. if a student chooses to delay the first sit until the fifth available test date, there will be no resit opportunity remaining.

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RECOVERY

All marking is carried out initially by the on-line computer system. For candidates who achieve the pass level based entirely on the assessment through the on-line algorithm there will be no further moderation.

As noted earlier, any pass achieved through application of any of the recovery mechanisms described here will be 'capped' at a weighted, aggregate score of 70%.

Moderation of Marks

The End of Unit Test is carried out 'blind', i.e. the test is invigilated, and undertaken at a specified location away from the candidate's place of work. Reference material is not permitted during the End of Unit Test.

For candidates who do not, initially, achieve the pass level of 70% overall, marks in the End of Unit Test will be moderated as described below. There is no minimum threshold for application of the moderation process.

Where the moderation process enhances the candidate's overall unit score beyond the 70% pass level, the candidate will be recommended to the LEIA Main Board for a 'moderated pass' capped at 70%.

Since the CMA questions are carried out under 'open book' conditions, the computer mark stands, i.e. only questions with completely correct solutions will count towards the CMA mark.

Moderation of multiple choice questions

In Multiple Choice questions, a candidate must choose one or more "required" answers from a list of three, four or five

If the candidate selects all the available answers the mark is zero. However, if a candidate selects a number of answers some of which are drawn from amongst the "required" answers, and some of which 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.

	Mark		
	Number of "required" answers		
	<u>Four</u>	<u>Three</u>	<u>Two</u>
<u>Candidate makes four choices from five</u>			
Four correct choices	1	-	-
Three correct out of four choices	0.75	0.75	-
Two correct out of four choices	0.5	0.5	0.5
<u>Candidate makes three choices from four or five</u>			
Three correct choices	0.75	1	-
Two correct out of three choices	0.5	0.67	0.67
One correct out of three choices	0.25	0.33	0.33
<u>Candidate makes two choices from three, four or five</u>			
Two correct choices	0.5	0.67	1
One correct out of two choices	0.25	0.33	0.5

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Mark		
Number of “required” answers		
<u>Four</u>	<u>Three</u>	<u>Two</u>
0.25	0.33	0.5

Candidate makes one (correct) choice

Moderation of “Fill in the Blank” questions

Fill in the Blank questions, asking for a specific item of information are ‘right’ or ‘wrong’, with the caveat that a candidate may specify a correct answer in a way that has not been included in the question database (e.g. if the answer is 40/1, the algorithm may not expect the answer 40.0/1.0 and would give no marks for this, albeit correct, answer).

Whether the answer is verbal or numeric, the algorithm marks by seeking given “character strings”, i.e. 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 errors etc.

However, the algorithm will not accommodate a numerical answer specified in terms of a defined range,

$$\text{e.g. } 9.5 \leq x \leq 10.5,$$

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 candidates are instructed as to the number of significant figures/decimal places etc. required.

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

Partial credit will be given where it is clear that an answer, whilst incorrect in the terms of the question, indicates clearly that the candidate understands the principles underlying the question e.g. calculating m/min where the question specifies m/sec.

Compensation

For candidates who, after moderation, are still a marginal fail the Moderation Board will first consider a compensation mechanism

In the case of a marginal fail i.e. candidates achieving an overall score in excess of 65% after moderation of the End of Unit Test mark, the coursework mark will be reviewed. Any overall CMA score above 70% may be used to compensate a pass. 20% of the balance of the candidate’s overall CMA score above 70% will be added to the final unit score to see if this will bring the overall mark up to the pass threshold. If so, then the recommendation to the LEIA Main Board is for a ‘compensated pass’ at 70%. For compensation of a near miss this, in effect, values the amount by which the coursework score exceeds 70% at 40% in the final mark rather than the basic 20%.

SECOND SIT (RESIT) OPPORTUNITIES

In common with the compensation or moderation mechanisms, and as noted earlier, where a candidate takes advantage of any second sit opportunity, the overall mark is limited to 70% independent of achievement in the second sit.

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Supplementary Compensation Test (SCT)

It may be that following moderation of the End of Unit Test mark a candidate achieves an overall mark in excess of 60%, or, having achieved a moderated mark in excess of 65%, does not achieve a pass even with compensation. In such a case, the candidate will be offered the opportunity to undertake a “Supplementary Compensation Test” with the possibility of enhancing his/her **uncompensated** (albeit moderated) overall mark to the required pass level.

The SCT consists of 20 ‘CMA type’ questions drawn from across the whole unit. Candidates will be permitted to take the SCT at the absolute discretion of the Moderation Board.

The SCT will be set as a blind, on-line test, but in open book format, i.e. the candidate has no prior notice of the questions but is permitted to make use of the learning materials in the test. The candidate will be allowed 24 hours to complete the SCT online from the moment they log on to the assessment. The candidate will be permitted a two-week window in which to complete the assessment.

The test will be taken in-company, albeit it will be demanded that the company contact sign off to certify that the candidate has undertaken the test unaided.

The SCT is an entirely summative assessment. Consequently, there is no feedback to the candidate on his/her performance other than a notification of pass or fail overall. The SCT will contribute a maximum, additional 10% to the final, uncompensated but moderated mark. This will allow a candidate achieving a bare 60% to pass overall, provided he/she scores 100% in the SCT.

Second Sit of the End of Unit Test

In the event that, after the recovery mechanisms outlined above have been applied, a candidate still fails to reach the required standard, then provided that the candidate has remaining opportunities, there will be one further opportunity to retake the End of Unit test at the next convenient test date, e.g. a “September Start” candidate failing in May can, if any opportunities remain within the five initially available, retake the test on one of the remaining End Test dates (i.e. September, January etc.).

Where a candidate is offered a second sit, any mark achieved in an SCT will be disregarded. In the event that a candidate does not achieve the required pass level after the second sit of the End Test, there will be no further resit opportunities for the End Test. Nevertheless, where a candidate has not undertaken the SCT after the first sit of the End Test (e.g. having not achieved the overall 60% threshold), then if he/she achieves the 60% threshold after the second sit of the End Test, an attempt at the SCT may be permitted at the discretion of the Moderation Board.

Where appropriate, the moderation and compensation processes defined earlier may be applied following the second sit of the End Test.