



SUMMARY

Assessment Items

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

In order to pass a unit overall, candidates must **submit all coursework** and achieve a weighted aggregate overall mark of **70%**.

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

Where a candidate does not achieve the pass level at the first attempt, marks will be moderated as described overleaf.

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 a candidate does not achieve the pass level after moderation and application of any available compensation mechanism, one second sit (resit) opportunity will be offered as follows :

- a) 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, no other compensation mechanism may be applied.

- b) 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, that candidate may resit the End of Unit Test at the next opportunity.

Only one End of Unit Test resit opportunity is permitted.

If a candidate undertakes the End of Unit Test resit after undertaking the SCT, the mark for the SCT will be discounted and the mark achieved in the End of Unit Test resit, together with the course work mark previously recorded will determine the candidate's overall score.

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

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

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. Consequently, the CMA's are intended to be completed in 'open book' format and the questions are designed accordingly.

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 the self-assessment 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.

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.

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.

Any pass achieved through application of any of the mechanisms described here below will be 'capped' at 70%.

Moderation of Marks

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, although it is considered unlikely that any candidate achieving less than 60% overall will gain a pass level thereby.

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

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

However, the End of Unit Test is carried out 'blind', i.e. the test is invigilated, and reference material is not permitted.

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 have been chosen from amongst the "required" answers, and some of which are not, the computer marking algorithm will also 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
<u>Candidate makes one (correct) choice</u>	0.25	0.33	0.5

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,

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

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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

Where a candidate takes advantage of any second sit opportunity, the overall mark is capped at 70% independent of achievement in the second sit.

Resit Assignment

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 "SCT".

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 examination 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 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.

There will be no feedback to the candidate on his/her performance, and the CMA will contribute a maximum, additional 10% to the final, moderated mark before any compensation. This will allow a candidate achieving a bare 60% to pass overall, provided he/she scores 100% in the SCT.

Resit of the End of Unit Test

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In the event that a candidate fails to reach the requisite standard, there will be one further opportunity to retake the End of Unit test at the next test date, e.g. a candidate failing in January can retake the test in the following May. Where a candidate is offered a second sit at the next End of Unit Test opportunity, any mark achieved in a 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, either for the End Test or for the SCT.

The moderation and compensation processes described above may be applied to the resit mark as well as to the first sit mark.