

## Rules Of Assessing And Awarding Grades – BTEC Level 3-5 Programs

### 1. GRADES DEFINITIONS AND RULES

1.1 **P – Pass** means that you have achieved the required minimum mark to pass. That you have satisfactorily addressed the subject areas and issues required in the task.

1.1.1. Once a pass is achieved you cannot attempt the paper for a higher grade in the future. You have now successfully completed the unit and no further action is necessary.

1.1.2. To achieve a Pass Grade, you must earn a Pass on ALL LEARNING OUTCOMES in the unit (e.g. LO1, LO2, LO3, & LO4) And ALL ASSESSMENT CRITERIA (e.g. AC 1.1, P1, P2 etc.).

1.2 **M-Merit** means that you have passed the unit but also have demonstrated higher level competencies in researching, evidencing, and writing.

1.2.1. Once a Merit is achieved you cannot attempt the paper for a higher grade in the future. You have successfully completed the unit and no further action is necessary.

1.3 **D – Distinction** means that you have passed the course but demonstrated critical analysis of the correct subject areas and issues, and higher-level research and writing skills.

1.1.3. Once a distinction is achieved you have successfully completed the unit and no further action is necessary.

1.4 **R – Referred** means that you have corrections to be made to the assignment.

1.4.1. Referred is awarded if you have not passed ALL tasks on the unit (Hospitality Units Only that are preceded by AC e.g. AC 1.1, AC 3.3 etc.).

1.4.2. Referred is awarded if you have not passed all the tasks on the unit (Business And Aviation Units that are preceded by the letter P e.g. P1, P2, P3 etc.).

1.4.3. Correct only the assessment criteria/task that you earn the Referred Grade for. The tasks that you received P/M/D should not be redone.

1.4.4. Any task that you earn a Referred Grade for the resit cannot be corrected for higher than a Pass Grade.

1.4.5. Any unit on which a Referred Grade is awarded as the final grade cannot be

upgraded for higher than a Pass Grade.

- 1.4.6. To attempt the corrections, you should review the Marker's feedback on your work and an exemplary.
- 1.4.7. The corrected work is to be submitted with the fee for resitting the assignment. The amount that you pay is determined by the number of tasks that you are correcting.
- 1.4.8. You can resubmit the corrected work during or at end of your program.
- 1.4.9. However, the maximum length of time you can stay on the program from day one is 36 Months. After 36 Months you must start over.

**1.5. NC/IC-Incomplete Work** means that portions of the assignment were not submitted

- 1.5.1. Any task awarded NC-Not Completed means that you did not hand in the given task.
- 1.5.2. Where NC-Incomplete is awarded on any unit, your final grade for the unit will be IC-Incomplete.
- 1.5.3. Common reasons for Incomplete are: extenuating circumstances, work not submitted on time, work sent in for printing but never paid for, late work submitted but late fee never paid, or team members failing to verify that the team-member designated with paying the printing and late fees and submitting the work, did not. Incomplete might also be a result of error of the Marker, Registry, Records, or Data Entry Personnel.
- 1.5.4. Where Incomplete is the final grade, you have Four (4) Weeks from receipt of the grade to prove that the work was indeed uploaded and all fees for same submission were paid on or before the deadlines published.
- 1.5.5. Once you have satisfactorily evidenced the submission and fees, your work will be corrected and verified, and the revised grade sheet sent to you.

**1.6. F-FAIL GRADE IS AWARDED ONLY WHEN:**

- 1.6.1. You demonstrate little or no knowledge or competency in the work provided for assessment. The Marker has the right to determine if you showed enough aptitude to be granted the opportunity of resit of the assignment vis-à-vis reentering the learning process of retaking the course and the assignment. This decision by the first Marker must be approved by the Internal Verifier after second Marking the work. The decision of the Internal verifier is final. The grade cannot be disputed after two marking.

1.6.2. After the Four Weeks Grace period has passed and you did not provide credible evidence that the missing portion/s of your work were uploaded and paid for on-time.

1.6.3. If you are charged with plagiarizing any part of your work.

1.7. WHEN A GRADE IS SENT TO YOU WITH ‘INVESTIGATION’:

1.7.1. This means there is an area of uncertainty around your assignment. This could be a request for second marking due to plagiarism, assignments collected by the office but not submitted to the Marker, assignments collected by the Marker, but the grade not returned with the others, etc.

1.7.2. Depending on the number of parties involved in the investigation, this may take up to 6 weeks for resolution.

1.7.3. Once the matter is cleared up and the paper marked, the mark ‘investigation’ will be replaced with the unit grade and the grades emailed to you.

## 2. REPORTING ERROR IN OUR CALCULATIONS

2.1. If you find errors in any part of this paper, please point this out immediately to us. Be specific in pointing out the problem.

2.2. Go To Student Services on [colbournecollege.weebly.com](http://colbournecollege.weebly.com) and select staff, Christopher Cameron. Complete the contact form and provide information on the problems that you identified. Due to the number grades being processed, it will usually take 7-10 days for confirmation of the error.

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