



INTERNAL ASSESSMENT APPROVAL FORM (INCLUDING COLLABORATIVE PROVISION)

This form is used to ensure that assessment specifications have been through an internal review process prior to external examination/approval and release to students. It should be completed for each assessment for a particular module. The assessment tasks, criteria and marking scheme should accompany this form.

PARTNER (and taught location if relevant):	Coleg Sir Gar				
EXTERNAL EXAMINER NAME:					
ASSESSMENT AUTHOR :	John Williams				
MODULE TITLE:	Business Management				
MODULE CODE:	SGDM5025	MODULE LEVEL:		5	
COMPONENT NO. (e.g. 1 of 2):	1	COMPONENT WEIGHTING (e.g. 50% of the module):		50%	
ASSESSMENT PERIOD	☐ Semester 1	☐ Semester 1 Re-sit	☒ Semester 2	☐ Semester 2 Re-sit	Other, please state
TYPE OF ASSESSMENT:	☒ Coursework		☐ Examination		☐ Practical
LANGUAGE OF ASSESSMENT:	English		TRANSLATION REQUIRED (Y/N):		N
FOR EXAMINATIONS ONLY. SPECIFY BELOW ANY ADDITIONAL MATERIAL(S) TO BE USED IN THE EXAMINATION					

This box will expand as you type

INTERNAL MODERATOR PLEASE TICK TO INDICATE THAT THE ASSESSMENT INCLUDES:		Please ✓ YES NO		Comments
1	Tasks that are specified clearly, accurately and comprehensibly, with appropriate use of language and neat presentation	✓		
2	Tasks which enable the module learning outcomes to be demonstrated (as per the module syllabus)	✓		
3	Tasks which conform to the assessment described in the module syllabus	✓		
4	Tasks which are written at the appropriate level of the Framework for Higher Education Qualifications (see http://www.qaa.ac.uk/docs/qaa/quality-code/qualifications-frameworks.pdf?sfvrsn=170af781_14).	✓		
5	Clear criteria for assessment and guidance about how marking/grading will be applied	✓		
6	Guidance about expected evidence for submission, e.g. essay or report, word count, bibliography and references	✓		
7	Reference to good academic conduct, for example referencing, plagiarism and Turnitin	✓		
8	Actions to complete N/A			

This box will expand as you type

SIGNATURE OF APPROVAL:	SIGNATURE	DATE
INTERNAL MODERATOR: I confirm that this version of the assessment specification is ready to be sent to the Partnership Team Leader		20/9/19.

ONLY TO BE COMPLETED IF THE ASSESSMENT IS LINKED TO A COLLABORATIVE PARTNER

PARTNERSHIP TEAM LEADER PLEASE TICK TO INDICATE THAT THE ASSESSMENT INCLUDES:		<i>Please ✓</i>		Comments
		YES	NO	
1	Tasks that are specified clearly, accurately and comprehensibly, with appropriate use of language and neat presentation			
2	Tasks which enable the module learning outcomes to be demonstrated (as per the module syllabus)			
3	Tasks which conform to the assessment described in the module syllabus			
4	Tasks which are written at the appropriate level of the Framework for Higher Education Qualifications (see http://www.qaa.ac.uk/docs/qaa/quality-code/qualifications-frameworks.pdf?sfvrsn=170af781_14).			
5	Clear criteria for assessment and guidance about how marking/grading will be applied			
6	Guidance about expected evidence for submission, e.g. essay or report, word count, bibliography and references			
7	Reference to good academic conduct, for example referencing, plagiarism and Turnitin			
8	Actions to complete <i>This box will expand as you type</i>			

SIGNATURE OF APPROVAL:	SIGNATURE	DATE
PTL: I confirm that this version of the assessment specification is ready to be sent to the External Examiner		

UWTSD PROVISION: please submit the completed document to the appropriate Programme Director.

COLLABORATIVE PROVISION: please submit the completed document (or make available electronically) to the Partnership Team Leader. This must be in accord with specific arrangements for sharing electronic documents (e.g. via SharePoint or similar).

The assessment tasks, criteria and marking scheme should accompany this form

THIS DOCUMENT IS ALSO AVAILABLE IN WELSH



INTERNAL ASSESSMENT APPROVAL FORM (INCLUDING COLLABORATIVE PROVISION)

This form is used to ensure that assessment specifications have been through an internal review process prior to external examination/approval and release to students. It should be completed for each assessment for a particular module. The assessment tasks, criteria and marking scheme should accompany this form.

PARTNER (and taught location if relevant):	Coleg Sir Gar				
EXTERNAL EXAMINER NAME:					
ASSESSMENT AUTHOR :	John Williams				
MODULE TITLE:	Business Management				
MODULE CODE:	SGDM5025		MODULE LEVEL:	5	
COMPONENT NO. (e.g. 1 of 2):	2		COMPONENT WEIGHTING (e.g. 50% of the module):	50%	
ASSESSMENT PERIOD	☐ Semester 1	☐ Semester 1 Re-sit	☒ Semester 2	☐ Semester 2 Re-sit	Other, please state
TYPE OF ASSESSMENT:	☒ Coursework		☐ Examination		☐ Practical
LANGUAGE OF ASSESSMENT:	English		TRANSLATION REQUIRED (Y/N):	N	
FOR EXAMINATIONS ONLY. SPECIFY BELOW ANY ADDITIONAL MATERIAL(S) TO BE USED IN THE EXAMINATION					

This box will expand as you type

INTERNAL MODERATOR PLEASE TICK TO INDICATE THAT THE ASSESSMENT INCLUDES:		Please ✓ YES NO		Comments
1	Tasks that are specified clearly, accurately and comprehensibly, with appropriate use of language and neat presentation	✓		
2	Tasks which enable the module learning outcomes to be demonstrated (as per the module syllabus)	✓		
3	Tasks which conform to the assessment described in the module syllabus	✓		
4	Tasks which are written at the appropriate level of the Framework for Higher Education Qualifications (see http://www.qaa.ac.uk/docs/qaa/quality-code/qualifications-frameworks.pdf?sfvrsn=170af781_14).	✓		
5	Clear criteria for assessment and guidance about how marking/grading will be applied	✓		
6	Guidance about expected evidence for submission, e.g. essay or report, word count, bibliography and references	✓		
7	Reference to good academic conduct, for example referencing, plagiarism and Turnitin	✓		
8	Actions to complete			

This box will expand as you type

SIGNATURE OF APPROVAL:	SIGNATURE	DATE
INTERNAL MODERATOR: I confirm that this version of the assessment specification is ready to be sent to the Partnership Team Leader		30/9/19

ONLY TO BE COMPLETED IF THE ASSESSMENT IS LINKED TO A COLLABORATIVE PARTNER

PARTNERSHIP TEAM LEADER PLEASE TICK TO INDICATE THAT THE ASSESSMENT INCLUDES:		Please ✓		Comments
		YES	NO	
1	Tasks that are specified clearly, accurately and comprehensibly, with appropriate use of language and neat presentation			
2	Tasks which enable the module learning outcomes to be demonstrated (as per the module syllabus)			
3	Tasks which conform to the assessment described in the module syllabus			
4	Tasks which are written at the appropriate level of the Framework for Higher Education Qualifications (see http://www.qaa.ac.uk/docs/qaa/quality-code/qualifications-frameworks.pdf?sfvrsn=170af781_14).			
5	Clear criteria for assessment and guidance about how marking/grading will be applied			
6	Guidance about expected evidence for submission, e.g. essay or report, word count, bibliography and references			
7	Reference to good academic conduct, for example referencing, plagiarism and Turnitin			
8	Actions to complete <i>This box will expand as you type</i>			

SIGNATURE OF APPROVAL:	SIGNATURE	DATE
PTL: I confirm that this version of the assessment specification is ready to be sent to the External Examiner		

UWTSD PROVISION: please submit the completed document to the appropriate Programme Director.

COLLABORATIVE PROVISION: please submit the completed document (or make available electronically) to the Partnership Team Leader. This must be in accord with specific arrangements for sharing electronic documents (e.g. via SharePoint or similar).

The assessment tasks, criteria and marking scheme should accompany this form

THIS DOCUMENT IS ALSO AVAILABLE IN WELSH