

The marking criteria for an assessment can be either in narrative form (like a long text) or, more commonly, in a table, like the table below for DS1.

MARKING CRITERION	FAIL 0-29%	MARGINAL FAIL 30-39%	SATISFACTORY (PASS) 40-49%	GOOD (2:2) 50-59%	VERY GOOD (2:1) 60-69%	EXCELLENT (1ST) 70-84%	EXCEPTIONAL (1ST) 85-100%
ENGAGEMENT WITH LITERATURE SKILLS	N/A	N/A	N/A	N/A	N/A	N/A	N/A
KNOWLEDGE AND UNDERSTANDING	Very brief or unclear description of tools. Missing key information. Shows little understanding of strengths or weaknesses.	Mentions some tools but in a confused or incomplete way. Weak understanding of what the tools do. Little sense of personal skill level.	Clear description of some tools used. Basic understanding of strengths and areas to improve. Limited detail but accurate.	Explains tools with some detail. Connects tools to study or work. Demonstrates growing awareness of digital habits.	Clear, specific examples of tool use. Explains why the tools matter for study and basic business tasks. Shows confident understanding of personal digital needs.	Detailed and thoughtful explanation of tools with clear examples. Shows strong understanding of how digital skills support workplace efficiency.	Highly clear, insightful explanation. Shows deep understanding of how digital skills link across study, work, and personal development. Demonstrates strong self awareness.
COGNITIVE AND INTELLECTUAL SKILLS	Almost no reflection. Mostly listing with no explanation. No reasoning.	Very limited reflection. Explanations unclear or inconsistent. Weak justification of strengths/weaknesses.	Gives simple reasons. Basic reflection. Logical but limited.	Reflects on why habits work or do not work. Shows developing awareness. Identifies realistic goals.	Clear comparisons and explanations. Shows problem solving. Reflection is thoughtful.	Strong reflection with clear insights. Explains challenges and solutions. Logical, coherent reasoning.	Deep, mature reflection. Clear evaluation of habits, decisions, and growth. Highly coherent reasoning showing strong personal insight

PRACTICAL SKILLS	No screenshots or screenshots unrelated to the text. Little to no evidence of real tool use.	Few screenshots; unclear or low quality evidence. Does not clearly match the written reflection.	Screenshots/photos included and relevant. Shows basic competence.	Clear screenshots. Shows simple organisation. Evidence supports the reflection.	Screenshots strongly support the narrative. Shows a range of digital actions.	Screenshots show confident, tidy, organised digital practices. Professional looking structure of apps/folders.	Screenshots show exemplary digital habits. Clear, highly organised digital systems. Evidence looks polished and intentional.
TRANSFERABLE SKILLS FOR LIFE AND PROFESSIONAL PRACTICE	Very unclear writing. Hard to follow. Disorganised. Template not followed.	Writing is confusing in places. Structure is weak. Several errors. Poor template use.	Clear enough to understand. Template completed. Basic structure. Some small errors.	Clear writing with logical order. Good paragraphing. Mostly accurate spelling and grammar.	Very clear and well structured. Professional tone suitable for business. Easy to follow.	Fluent, confident writing. Strong organisation. Very clear communication.	Highly polished, professional writing. Exceptionally clear structure and flow. Outstanding organisation.