Appendix 15 – Legal Information Processing – Grading Criteria

Each Assignment must be completed during a 1 ½ hour period.

<u>Unit 224 – Legal Spreadsheet Processing</u>

Re-Sit	Refer	Pass	Merit	Distinction
Any assignment	Any assignment	No more than 12	No more than 8	No more than 4
with two or	with 6 or more	errors for the	errors for the	errors for the
more tasks each	errors in Task A	whole	whole	whole
having to be referred (see	or Task B.	assignment.	assignment.	assignment.
refer column)	OR			
 A complete new assignment must be undertaken. 	Any assignment with 3 or more errors in Task C.			
	The task may be			
 A full grade 	repeated. A Pass			
can be achieved	grade only can be			
on a re-sit.	achieved on a			
	referred			
	assignment.			
	If the task is			
	failed at the			
	second attempt			
	the whole			
	assignment will			
	be failed and a			
	new re-sit			
	assignment must			
	be attempted.			

<u>Unit 225 – Legal Database Processing</u>

Re-Sit	Refer	Pass	Merit	Distinction
Any assignment with two or	Any assignment with 10 or more	No more than 15 errors for the	No more than 9 errors for the	No more than 5 errors for the
more tasks each	errors in Task A	whole	whole	whole
	or Task C.			
having to be referred (see	Or Task C.	assignment.	assignment.	assignment.
refer column)	OR			
 A complete new assignment must be undertaken. A full grade can be achieved on a re-sit. 	Any assignment with 7 or more errors in Task B. The task may be repeated. A Pass grade only can be achieved on a referred assignment.			
	If the task is failed at the			
	second attempt			
	the whole			
	assignment will			
	be failed and a			
	new re-sit			
	assignment must			
	be attempted.			

<u>Unit 226 – Legal Presentation Processing</u>

Re-Sit	Refer	Pass	Merit	Distinction
Any assignment	Any assignment	No more than 10	No more than 5	No more than 3 errors for the
with two or	with 6 or more	errors for the	errors for the	
more tasks each	errors in Task A	whole	whole	whole
having to be referred (see	or Task C.	assignment.	assignment.	assignment.
refer column)	OR			
A complete	Any assignment			
new assignment	with 6 or more			
must be undertaken.	errors in Task B.			
	The task may be			
 A full grade 	repeated. A Pass			
can be achieved	grade only can be			
on a re-sit.	achieved on a			
	referred			
	assignment.			
	If the task is			
	failed at the			
	second attempt			
	the whole			
	assignment will			
	be failed and a			
	new re-sit			
	assignment must			
	be attempted.			