

Appendix 15 – Legal Information Processing – Grading Criteria

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

Unit 324 – Legal Spreadsheet Processing

Re-Sit	Refer	Pass	Merit	Distinction
<p>Any assignment with two or more tasks each having to be referred (see refer column)</p> <ul style="list-style-type: none"> • A complete new assignment must be undertaken. • A full grade can be achieved on a re-sit. 	<p>Any assignment with 6 or more errors in Task A or Task B.</p> <p>OR</p> <p>Any assignment with 3 or more errors in Task C.</p> <p>The task may be repeated. A Pass grade only can be achieved on a referred assignment.</p> <ul style="list-style-type: none"> • If the task is failed at the second attempt the whole assignment will be failed and a new re-sit assignment must be attempted. 	<p>No more than 12 errors for the whole assignment.</p>	<p>No more than 8 errors for the whole assignment.</p>	<p>No more than 4 errors for the whole assignment.</p>

Unit 325 – Legal Database Processing

Re-Sit	Refer	Pass	Merit	Distinction
<p>Any assignment with two or more tasks each having to be referred (see refer column)</p> <ul style="list-style-type: none"> • A complete new assignment must be undertaken. • A full grade can be achieved on a re-sit. 	<p>Any assignment with 7 or more errors in Task A or Task C.</p> <p>OR</p> <p>Any assignment with 10 or more errors in Task B.</p> <p>The task may be repeated. A Pass grade only can be achieved on a referred assignment.</p> <ul style="list-style-type: none"> • If the task is failed at the second attempt the whole assignment will be failed and a new re-sit assignment must be attempted. 	<p>No more than 15 errors for the whole assignment.</p>	<p>No more than 9 errors for the whole assignment.</p>	<p>No more than 5 errors for the whole assignment.</p>

Unit 326 – Legal Presentation Processing

Re-Sit	Refer	Pass	Merit	Distinction
<p>Any assignment with two or more tasks each having to be referred (see refer column)</p> <ul style="list-style-type: none"> • A complete new assignment must be undertaken. • A full grade can be achieved on a re-sit. 	<p>Any assignment with 8 or more errors in Task A or Task C.</p> <p>OR</p> <p>Any assignment with 4 or more errors in Task B.</p> <p>The task may be repeated. A Pass grade only can be achieved on a referred assignment.</p> <ul style="list-style-type: none"> • If the task is failed at the second attempt the whole assignment will be failed and a new re-sit assignment must be attempted. 	<p>No more than 10 errors for the whole assignment.</p>	<p>No more than 7 errors for the whole assignment.</p>	<p>No more than 4 errors for the whole assignment.</p>