

ABE Postgraduate Diploma in Business Management

Delivering the course

Details of syllabus and assessment methodology may be found on the home page of the ABE website.

The guided learning hours for each unit are 180.

It is the duty of the college to ensure that they employ appropriately qualified staff and, should that staff member depart, that he/she is replaced with another suitably qualified staff member.

Each unit is assessed by a combination of externally marked exams (colleges are urged to note details of unit 5, where the exam process is slightly different) and internally marked assignment.

ABE will call for the submission of all assignments and will scrutinise all submissions, or a sample, as decided with the examiner.

ABE issues marking criteria for the internally assessed assignment. **Tutors must follow these marking instructions.** ABE examiners are instructed to approve marks strictly according to those criteria. Therefore, **colleges are strongly advised to ensure that delivery staff are aware of this** and that adhere closely to the marking guidance – it is the job of the college to see that this occurs.

An ABE examiner has authority to overturn a college mark if felt appropriate and this amended mark will be the mark recorded against the student's name. There is no right of appeal by the *college* against this, though a *student* may request a remark, in line with ABE procedures, if so wished (details of the remark process are available on the ABE website).

Colleges must ensure they retain a copy of assignments they have marked and ensure that plagiarism does not occur in future sittings; should this be found to have occurred then the student risks disqualification from the entire qualification and the college risks de-accreditation.

Administering the course

Colleges are responsible for ensuring all processes are enacted, as directed by ABE, with regard to administration and assessment.

The **submission dates** of assignment are **1st June** (for June examinations) and **1st December** (for December examinations). This means that **they must reach the ABE office by this date**; colleges are responsible for their own postal arrangements and ABE reserves the right not to accept such submissions if they reach the ABE office after this date.