

ABE Regulations Affecting Assessment Grading Outcomes (Marks of Zero and One)

Overview of when a '0' mark is applicable

ABE Assignments and Open-book Exams (OBEs) are designed to give learners the best opportunity to demonstrate applied skills and knowledge, as it will be this critical thinking that is requisite at Level 4 and up, and that truly adds value in a real-world business context. To ensure that applied knowledge and skill are demonstrated, each ABE assignment and open-book exam calls for context or a business background, that can be used by the learner as a basis for discussion of business theories and models in an applied context in their question/task responses. See below for more details on how to avoid a mark of '0' and why these elements are important to the achievement of units assessed via the methods outlined above.

Common reasons for a mark of '0' being awarded

- **Company Summary/Context**

Without a context/business background as a foundation, learner question/task responses tend to demonstrate recall of theory, as they have no context to demonstrate applied theory. While learning should comprise theory recall, in and of itself theory recall would **not** access adequate marks for the work to exceed a lower pass boundary standard. Because of this, assignments and OBEs that omit a company background or summary are not marked and receive a '0' mark. A company background/context is a fundamental element of the learner's submission, and submissions without this are not considered to be markable. It is important to note that learners should ensure that they thoroughly read and understand assignment briefs and question papers before completing them, including all cover page instructions.

Assignment briefs and OBE question papers contain comprehensive instructions on how the learner must complete the assignment/OBE submission in order to optimise marks accessed. It is also recommended that learners and learning providers read the following documents before completing relevant assessments:

- Open Book Exam Style Guide
- Assignment Style Guide

Both documents are available on the Library section of the ABE Portal.

- Unit Specific Criteria

4UESD

The 4UESD assignment brief cover page instructions explain that inclusion of a job description and CV are required. If these instructions are not followed the submission is considered unmarkable and a 0 mark is appropriate, as without this basis the learner will not be able to demonstrate the applied knowledge required to pass this unit. Job descriptions and CVs should **not** be provided as a URL link unless the assessment specifically request this. URL links that do not work also make the assignment unmarkable, so if a link is included it should be tested prior to submission. Links to job descriptions and CVs (LinkedIn profiles) that do not work are considered the same as omitting this information as the marker will be unable to view or mark this content. Use of links should be avoided unless expressly asked for in assignment brief tasks and the learner should double check that links work before submitting assignments.

- 4UIE

The 4UIE assignment brief cover page instructions explain that inclusion of a plan to start a business is required. If these instructions are not followed the submission is considered unmarkable and a 0 mark is appropriate, as without this basis the learner will not be able to demonstrate the applied knowledge required to pass this unit. If an existing business has been used for this section this will also warrant the paper not being marked and a 0 mark being applied. This assignment brief assesses the approach and actions a learner would take to start a company, commentary on an existing business does not demonstrate the applied skills and knowledge that this unit assesses.

- Other Instances

Other instances where a 0-mark may apply include learners:

- completing an incorrect assignment brief/question paper (i.e., wrong session, wrong unit, or a sample paper)
- submitting only a coversheet
- submitting only an empty template.
- Submitting a PDF file that is corrupt or empty and does not allow the marker to open or view the file. ABE make every effort to contact the centre to retrieve a viewable version if a submission file of this nature is identified. However once the submission deadline has passed ABE are not always able to guarantee that an assessment is marked if:
 - ✓ the centre is unresponsive to an attempt to retrieve a viewable version (for the duration of the marking window),
 - ✓ the resubmission is also non-viewable,

It is important to note that responsibility is with learners and centres to ensure that the assignment/OBE script PDF file submitted is not corrupted or empty. Learners are encouraged to check with their



centres if the centre opens OBE script and assignment files to check them for emptiness/corruptibility prior to submission to ABE or if this expectation is on the learner. **To guarantee that your assessment is marked it should be complete, in correct file format and submitted within deadline.** Please consult the submission guidance available in the library section of the ABE Portal for guidance.

Instances where a mark of '1' is applicable

A mark of '1' is given when academic malpractice is detected. Please consult ABE's Malpractice Policy and ABE's Plagiarism and Collusion Policy (also available on the Portal) for more information on why a 1-mark is sometimes applicable.