**Written Assignment - Feedback Form**

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| **Assignment Topic:** |  |
| **Submission Date:** |  |
| **Candidate's name:** |  |
| **Examiner's name:** |  |

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| --- | --- |
| **Comment**: | |
| **Analytic Rubric overleaf**  **Agreed Mark:** |  |
|  |  |
| **Place, Date** | **Examiner's signature** |

**Analytic Rubric for Written Assignments**

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| --- | --- | --- | --- | --- | --- | --- |
| **Grade /**  **Assessment Criteria** | **A - Excellent** | **B – Very Good** | **C - Good** | **D- Satisfactory** | **E - Sufficient** | **F/FX - Fail** |
| **Organization and Formal Requirements**  **(15 %)**  Organization, structure and layout of work  Adherence to formal requirements (i.e. word count, referencing, formatting requirements etc.) | Exceptionally clear organization, structure and layout of the written assignment  Outstanding adherence to all formal requirements | Very clear organization, structure and layout of the written assignment  Adherence to all formal requirements at a high standard | Clear organization, structure and layout of the written assignment  Adherence to formal requirements at a good standard | Mostly clear organization, structure and layout of the written assignment  Adherence to formal requirements with some minor aberrations | Organization, structure and layout of the written assignment are acceptable  Adherence to formal requirements with some aberrations | Organization, structure and layout of the written assignment are inadequate  Little to no adherence to formal requirements with significant aberrations |
| **Knowledge and Understanding**  **(35 %)**  Understanding and contextualization  Exploration, study and research  Addressing key issues, theory and literature | Outstanding display of understanding and insightful contextualization  Exceptional and extensive exploration, study and research evident  All relevant key issues, theory and literature exceptionally well included | In-depth understanding and insightful contextualization  In-depth and comprehensive exploration, study and research evident  Relevant key issues, theory and literature very well included | Sound understanding and good contextualization  Sound and comprehensive exploration, study and research evident  Relevant key issues, theory and literature well included | Satisfactory understanding and some contextualization  Satisfactory and sound exploration, study and research evident  Most relevant key issues, theory and literature adequately included | Sufficient understanding and some limited contextualization  Sufficient and mostly sound exploration, study and research evident  Sufficient number of relevant key issues, theory and literature mostly adequately included | Limited or no understanding and little or no evidence of contextualization  Little or no exploration, study and research evident  Insufficient number of key issues, theory and literature inadequately included, lacking relevance |
| **Analysis and Synthesis**  **(35 %)**  Analysis, synthesis, evaluation and critical appraisal  Originality | Evidence of exceptionally high level of analysis, synthesis, evaluation and critical appraisal  Outstandingly original approach of addressing complex issues | Evidence of high quality analysis, synthesis, evaluation and critical appraisal  Highly original approach of addressing complex issues | Evidence of sound analysis, synthesis, evaluation and critical appraisal  Original approach of addressing complex issues | Some evidence of analysis, synthesis, evaluation and critical appraisal  Approach of addressing complex issues with some evidence of originality | Some, but limited evidence of analysis, synthesis, evaluation and critical appraisal  Approach of addressing complex issues with some, but limited evidence of originality | Little or no evidence of analysis, synthesis, evaluation and critical appraisal  Approach of addressing complex issues lacks originality |
| **Academic Writing**  **(15 %)**  Use of appropriate terminology  Standard of written English regarding grammar, spelling and punctuation | Excellent use of appropriate terminology  Standard of written English regarding grammar, spelling and punctuation are exemplary | Very good use of appropriate terminology  Standard of written English regarding grammar, spelling and punctuation are at a high standard with only minor errors | Sound use of appropriate terminology  Standard of written English regarding grammar, spelling and punctuation are at a good standard, but with some errors | Mostly sound use of appropriate terminology  Standard of written English regarding grammar, spelling and punctuation are at an acceptable standard, but with notable errors | Limited use of appropriate terminology  Standard of written English regarding grammar, spelling and punctuation are at an acceptable standard, but with significant errors | Little or no use of appropriate terminology  Standard of written English regarding grammar, spelling and punctuation shows significant errors, which inhibits understanding |

**Information for Examiners**

Examiners are requested to circle or underline the appropriate feedback sentence(s) and determine the overall mark according to the grades and weighting of the different assessment criteria:

[(1.5 x Grade for Organization & Formal Requirements) + (3.5 x Grade for Knowledge & Understanding) + (3 x Grade for Analysis & Synthesis) + (1.5 x Grade for Academic Writing)] / 10=

**Example**:

**If**

A = 1, B = 2, C = 3, D = 4, F/FX = 5

**and the student has received the following grades:**

Grade B (2) for Organization & Formal Requirements

Grade C (3) for Knowledge & Understanding

Grade D (4) for Analysis & Synthesis

Grade B (2) for Academic Writing

**the overall grade would be calculated as follows:**

[1.5 x 2) + (3.5 x 3) + (3.5 x 4) + (1.5 x 2)] / 10 =

(3 + 10.5 + 14 + 3) / 10 =

30.5/10 = **3.05 (final mark C, Good)**