

University of Cambridge International Examinations
Cambridge International Diploma in Management at Higher Professional Level

OVERALL ASSESSMENT AND GRADING

The maximum aggregate mark awarded for each Core, Optional and Case Study module for which the candidate submits an assignment is 100.

When an assignment is assessed and marks awarded, it will be indicative of the following grade of award:

Module assessed grade	Module marks awarded
Distinction	80% - 100%
Merit	70% - 79%
Pass	50% - 69%
Fail	0% - 49%

A candidate must achieve a pass grade or above in all three Core Modules, three Optional Modules, the Case Study and Management File in order to be awarded the full *International Diploma in Management at Higher Professional Level* qualification.

The Case Study should be submitted for assessment only once the candidate has successfully completed the required number of modules. The Student Assessment Record (SAR) of the Management File should also be submitted with the Case Study. The Management File is intended for the candidate's own records and should be assessed by the candidate's tutor. The tutor should make sure that all parts of the Management File have been completed and vouch for this by signing the SAR. The candidate will not be awarded the Diploma until the SAR has been verified by CIE. CIE reserves the right to inspect any candidate's Management File at any time.

The candidate's tutor is expected to take active responsibility for ensuring the authenticity of the work submitted by the candidate. CIE reserves the right to take appropriate measures to verify the authenticity of the work submitted. This may include conducting interviews or other checks with the candidate. In cases where there is doubt as to the authenticity of an assignment, CIE reserves the right to withhold the candidate's grade.

To qualify for a Distinction grade in the *Diploma in Management at Higher Professional Level*, a candidate must achieve Distinctions in at least four modular assignments and Merit level grades in three of the remaining assignments including the Case Study.

To qualify for a Merit grade in the *Diploma in Management at Higher Professional Level* candidates must achieve Merit level grades in at least four modular assignments.

Candidates who achieve Pass grades cannot resubmit their assignments to try to achieve higher grades.

If a candidate fails any module or the Case Study, they may rework and resubmit their assignment. The number of times an assignment may be resubmitted for reassessment is at the discretion of the examiner. The examiner may request the candidate to write a new assignment after the first reassessment.

Candidates must successfully complete all modules, the Case Study and the SAR within a period of three years.

Marking Criteria

Each modular assignment should be 4000 words and the Case Study should be 8000 words. Candidates should supply a word count with their assignments.

The actual word count should be within the required range, otherwise the assessors will penalise the candidate accordingly.

Marks will be deducted according to the following rules:

- Up to 10% over the limit deduct 0
- 10 - 15% over the limit deduct 5
- 16 - 20% over the limit deduct 10

Assignments at Higher Professional Level are marked against three criteria:

- Research, Analysis and Academic Reading
- Application of Theory to Practice
- Overall Quality of the Report

These criteria are applied with different weightings that reflect their relative importance at Higher Professional level. At this level, candidates are expected to demonstrate that they have undertaken research and academic reading at a level comparable to that required for postgraduate study. The research methodology employed by the candidate should be documented and a comprehensive bibliography should be included in the assignment. They should also demonstrate analytical skills; assignments that are mainly descriptive will not be of the standard required to pass.

In marking the assignments, the assessors attach particular importance to the candidate's ability to apply theory to practice. Candidates should show that they understand how the theoretical concepts that they learn in the classroom are applied to their workplace. In relating theory to practice, it is important for candidates to be focussed and realistic. Candidates cannot expect to achieve high marks for assignments that are vague and make recommendations that cannot be put into practice.

The assignments should be in the form of a professional consultancy document that would be useful to the senior management of their workplace organisations. This is reflected in the third criterion in which marks are awarded for the overall quality of the report and the extent to which it is comparable to the type of report that would be produced by a professional consultant. This criterion takes into account the presentation, for example the inclusion of an Executive Summary; the appropriate use of graphs and diagrams and whether the report can be easily navigated; the coherence of the report and the confidence it inspires in the reader.

Assessment criteria	Weighting
Research, Analysis and Academic Reading	25%
Application of Theory to Practice	35%
Overall Quality of the Report	40%

These weightings are applied to the raw marks and an aggregate mark is calculated for the whole module.

In assessing the assignment, the assessors work from two grids. One is a generic grid that is applied to all assignments in all modules. The generic grid contains marking descriptors that relate to the overall quality of the assignment. Assignments from all modules are expected to meet these general quality requirements in order to pass.

The assessors also use module specification marking grids. These grids contain descriptors that relate to the modular content. They specify standards for the content and organisation of the candidate's assignment.

The assessor works from both of these grids in determining which descriptors best match the assignment for each marking criterion, and will award marks accordingly. The assessor does not award separate marks for generic and module specific descriptors; rather, the two descriptors complement each other in guiding the assessor to appraise the assignment in terms of what is generally expected from the candidate's report and the modular specific content that should also be included.

It is recognised that, unlike the Diploma at Professional Level, assessors are expected to mark less prescriptively; they are to apply professional judgement under three broad criteria headings. However, under each of the three criteria headings there are detailed descriptors that clearly indicate what is expected from the candidate's assignment at each level. This is intended to ensure standardisation of the marking, while allowing assessors to take into account the wide diversity of the candidates' backgrounds and the assignments that they write.

In cases where the first assessor awards a borderline mark, the assignment is subject to internal moderation. The internal moderator will assess the assignment independently and will award the final grade.

The assessment process is also subject to external moderation. An independent assessor from an external university periodically reviews the marking standards. This is done by way of sampling the marked scripts and conducting standardisation meetings.

The indicative period of study for each module is at least 60 hours' work for both the research aspect associated with the module and also developing the assignment that is to be submitted for assessment.