C. COMPLIANCE WITH SYLLABUS GUIDELINES

1. Assignment details submitted
2. Assignments adhered to specified length
3. Assignments adhered to required format
4. Mark Schemes conformed to syllabus guidelines
5. Assignments marked as specified in syllabus

D. QUALITATIVE FEEDBACK ON CANDIDATES’ SUBMISSIONS

Candidates have:
1. Demonstrated adequate knowledge of the content and objectives assessed
2. Demonstrated competence in the skills assessed
3. Demonstrated satisfactory copy typing and keyboarding skills
4. Demonstrated accuracy in the preparation of documents
5. Demonstrated ability to communicate information logically using appropriate grammar
6. Demonstrated competence in meeting deadlines
7. Demonstrated ability to present error-free personal files
8. Formatted documents in accepted styles and standards with correct grammar, spelling and punctuation

The overall quality of candidates' submissions was:
- Excellent
- Good
- Satisfactory
- Unsatisfactory

Candidates' performance could have been improved by:
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

E. QUALITY OF TEACHER’S MARKING

The teacher’s marking of the sample was:
- Acceptable
- Severe
- Lenient
- Inconsistent

Revised 07-10-2013