



ACCA



Project report
Marking rubric extract

Think Ahead

The below table is an extract of the marking rubric that the Independent Assessors engaged by ACCA will use to mark an apprentice's project report for the ACCA Level 7 Professional Accountant apprenticeship.

For the project report, apprentices will be required to answer a series of four critical and evaluative skills and behaviours questions based on their work experience. There is likely to be a focus on the final 12 months of the apprenticeship to ensure the work experience undertaken is at a sufficient level of complexity to meet the Level 7 requirements.

Apprentices must prepare a report based on their own recent relevant experience by responding to each of the questions. Within the report, **each of the four responses will have a minimum word limit of 700 words and a maximum word limit of 1,000 words**. Apprentices must use a different scenario (ie a different work situation) in answering each of the four questions and each of their responses must include:

- Background and context to the scenario;
- A description of the apprentice's role, responsibilities and actions within the scenario;
- An evaluation of the particular professional skills and behaviours used and developed in the context of the scenario; and
- A critical examination of the lessons the apprentice learned.

In addition, communication skills will be examined as part of the overall assessment of the report.

Apprentices will need to score at least 50% (200 out of 400) to pass and the word count of the report **must not exceed 4,000 words**. It is not necessary to pass all four questions separately.

Before submitting the report for assessment, apprentices should review the assessment criteria below to help them to determine whether each of their responses is likely to be of a satisfactory standard to pass. It is important that every element of the below criteria is demonstrated within each response in the report.

Background and context (10 marks available)

<ul style="list-style-type: none"> ■ No summary of the background to the scenario ■ No context provided to the scenario 	<ul style="list-style-type: none"> ■ Weak summary of the background to the scenario ■ Weak context provided to the scenario 	<ul style="list-style-type: none"> ■ Competent summary of the background to the scenario ■ Competent context provided to the scenario 	<ul style="list-style-type: none"> ■ Good summary of the background to the scenario ■ Good context provided to the scenario 	<ul style="list-style-type: none"> ■ Excellent summary of the background to the scenario ■ Excellent context provided to the scenario
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Description of role, responsibility and actions (10 marks available)

<ul style="list-style-type: none"> ■ No description of the apprentice's role in the scenario ■ No description of the apprentice's responsibility in the scenario ■ No description of the apprentice's actions in the scenario 	<ul style="list-style-type: none"> ■ Weak description of the apprentice's role in the scenario ■ Weak description of the apprentice's responsibility in the scenario ■ Weak description of the apprentice's actions in the scenario 	<ul style="list-style-type: none"> ■ Competent description of the apprentice's role in the scenario ■ Competent description of the apprentice's responsibility in the scenario ■ Competent description of the apprentice's actions in the scenario 	<ul style="list-style-type: none"> ■ Good description of the apprentice's role in the scenario ■ Good description of the apprentice's responsibility in the scenario ■ Good description of the apprentice's actions in the scenario 	<ul style="list-style-type: none"> ■ Excellent description of the apprentice's role in the scenario ■ Excellent description of the apprentice's responsibility in the scenario ■ Excellent description of the apprentice's actions in the scenario
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Evaluation of professional skill/behaviour being assessed (40 marks available)

<ul style="list-style-type: none"> ■ No evaluation to determine an appropriate course of action in the scenario ■ No use of judgement in the scenario ■ No analysis of relevant information available to the apprentice in the scenario ■ No sense of understanding the appropriate skill/behaviour 	<ul style="list-style-type: none"> ■ Weak evaluation to determine an appropriate course of action in the scenario ■ Weak use of judgement in the scenario ■ Weak analysis of relevant information available to the apprentice in the scenario ■ Weak sense of understanding the appropriate skill/behaviour 	<ul style="list-style-type: none"> ■ Competent evaluation to determine an appropriate course of action in the scenario ■ Competent use of judgement in the scenario ■ Competent analysis of relevant information available to the apprentice in the scenario ■ Competent sense of understanding the appropriate skill/behaviour 	<ul style="list-style-type: none"> ■ Good evaluation to determine an appropriate course of action in the scenario ■ Good use of judgement in the scenario ■ Good analysis of relevant information available to the apprentice in the scenario ■ Good sense of understanding the appropriate skill/behaviour 	<ul style="list-style-type: none"> ■ Excellent evaluation to determine an appropriate course of action in the scenario ■ Excellent use of judgement in the scenario ■ Excellent analysis of relevant information available to the apprentice in the scenario ■ Excellent sense of understanding the appropriate skill/behaviour
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Critical examination of lessons learned (30 marks available)

<ul style="list-style-type: none"> ■ No evidence of ability to critically examine experience ■ Analysis has no insight into lessons learned ■ No use of reflective approach, including consideration of future actions 	<ul style="list-style-type: none"> ■ Weak evidence of ability to critically examine experience ■ Weak insight into lessons learned ■ Weak reflective approach, including consideration of future actions 	<ul style="list-style-type: none"> ■ Competent evidence of ability to critically examine experience ■ Competent insight into lessons learned ■ Competent reflective approach, including consideration of future actions 	<ul style="list-style-type: none"> ■ Good evidence of ability to critically examine experience ■ Good insight into lessons learned ■ Good reflective approach, including consideration of future actions 	<ul style="list-style-type: none"> ■ Excellent evidence of ability to critically examine experience ■ Excellent insight into lessons ■ Excellent reflective approach, including consideration of future actions
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Communication (10 marks available)

<ul style="list-style-type: none">■ No structure■ No professional language used■ No conclusion	<ul style="list-style-type: none">■ Weak structure■ Weak use of professional language or major use of non-professional language throughout■ Weak conclusion	<ul style="list-style-type: none">■ Competent structure■ Competent use of professional language throughout and little use of non-professional language■ Competent conclusion	<ul style="list-style-type: none">■ Good structure■ Good use of professional language throughout and very little use of non-professional language■ Good conclusion	<ul style="list-style-type: none">■ Excellent structure■ Excellent use of professional language throughout■ Excellent conclusion
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