

Mark Sheet/ Assessment Evaluation Form

Student's Full Name: _____

Module: _____

Section	Marks Allocation	Marks Attained	Comments
1. Introduction	10 marks		
2. Body: a) Industry Knowledge and Application b) Theoretical Application c) Practical Application d) Model	10 marks 15 marks 20 marks 20 marks		
3. Conclusion	10 marks		
4. Word Choice and Grammar	5 marks		
*** Words Penalty *** This penalty is for papers that overly exceed the word count.	(-5)		
5. References	10 marks		
Total marks allocated and achieved:	100 marks		



Learning Management System (LMS)

A. Assessment Cover Page

For every assignment submission, fill in and add *Assessment Cover Page*. Make sure you write your name in full (as written on your passport: First Name, Middle Name, Last Name).

B. Formatting Your Document

EIU requires citations and presentation of work using the APA guidelines. For formatting, the work must be typed and **double-spaced (2.0) or one and a half (1.5) spaced** will do on a standard-sized paper (8.5"x11"), with **1" margin** on all sides and using **12 pt. Times New Roman font**. In the footer, make sure you always include the **page number** on the right bottom corner.

The assignment must always include 4 major sections:

- **Cover Page**
- **Table of Content**
- **Main Body**
- **References**

C. Naming Your Document

The filename has to be in the following format:

"Module Number – Firstname – Lastname - Programme.pdf"

Ex: MGT510 - John Doe - MBA in General Management.pdf

* MERGE your work in one file and save it in PDF format.



D. Plagiarism

Plagiarism is considered as an academic misconduct and shall be taken very seriously by EIU. In essence, students should not copy the work of any other student. Ideas from any and all sources must be properly **cited** and **quoted**. It is fine to use ideas, words, and short passages from the writings of others in their writing, as long as they acknowledge the source.

The below rules for plagiarism shall be strictly implemented:

- Teachers are required to check the students' work and make sure they follow the **APA** format in referencing.
- In any case the student exceeds such, teachers would need to report to the office along with a copy of the plagiarized work.
- The office would then be responsible to notify the student via email and would lodge the case in the students' file.
- On the first offense, students may be permitted to resubmit the work but it would have a **10% deduction** upon resubmission.
- Frequent offense shall receive **a mark of zero** on their work.

E. Uploading Assignments

Once you have successfully uploaded your assignment in PDF format, you will see the message, "**Assessment Submitted**". You will receive the grade for the submitted assignment within 4 – 6 weeks.

F. Grading Scale

Pass	
High Distinction	90 – 100%
Distinction	80 – 89%
First Class	70 – 79%
Second Class	60 – 69%
Satisfactory	50 – 59%
Fail	
Unsatisfactory	49 % and below