

# REGISTER OF CHARTERED ENVIRONMENTAL CLEANING PROFESSIONALS



## ASSESSMENT GUIDELINES

The assessment of each submission will be marked by 3 individuals appointed from the CPR / Education Committee (and approved other individuals). The same 3 individuals will be the panel for the presentation and interview as detailed in Section F. These activities will take place three or four times on predetermined dates throughout the year, and be reviewed as the demand requires.

Feedback will be provided by the panel, Firstly at the time of the written submission and secondly after the interview.

Any applicant not achieving the required marks will be invited to resubmit their written submission **once** only within one calendar month of notification.

Any applicant not achieving the required marks following interview will be invited to one further interview only.

Any further need for resubmission will require the candidate to reapply with the appropriate payment made.

### **SCOPE OF SUBMISSION**

The submission will include completion of a submission (approximately 10,000 words in length, 10% will be allowed either way) demonstrating that the applicant has met the defined competence requirements from all the five key elements (A-E).

The submission should directly reflect the experience, the knowledge and the skills of the applicant.

### **CORE CRITERIA**

The marking criteria (competence standards) for all elements draw upon the following **minimum core criteria**, which are applicable to the assessment of most of or all of the assignments:

- understanding of the subject
- utilisation of recognised technical, professional and academic sources
- relevance of material selected and of the arguments proposed
- planning and organisation
- logical coherence
- critical evaluation
- comprehensiveness of research
- innovation / creativity / originality

The language used must be of a sufficient and suitable standard to permit assessment of the above criteria.

These minimum core criteria form a part of professionally measurable standards and as such would not usually be subject to any modification; any submission concerning reasonable adjustments for disability should be submitted as an annex to the submission.

### **Additional Criteria**

The minimum core criteria intentionally do not include standards concerning the presentational aspects of the work, such as spelling and punctuation in written assignments save where these areas:

- present as an impediment to the requirement for clarity for the purpose of marking and/or
- where in the unanimous opinion of all markers that the quality of spelling, grammar and punctuation falls significantly below minimum acceptable standards for an industry professional.



## Presentation Criteria

- Headings in bold Calibri 14pt
- Text in Calibri 11pt
- All the submission should be in double line spacing

**Failure to adhere to the criteria will result in the submission being returned.**

## ASSESSMENT OUTCOMES

The guidelines below reflect the percentage of marks achieved expressed as an aggregate total. The minimum standards in each element must also be achieved.

### 80-100 points - Registration achieved

**A mark of which meets or exceeds a mark of 80 will fulfil the following criteria:**

- demonstrates a superior level of appreciation in all elements
- shows understanding of relevant major theoretical and/or factual issues
- shows close engagement with the issues discussed
- shows clear evidence of wide and relevant experience and a comprehensive understanding of conceptual issues
- shows evidence of planning in the formulation of responses, makes selective use of appropriate sources, and demonstrates some knowledge of the literature
- develops a sophisticated and intelligent argument and articulates a sustained train of logical thought
- offers critical insights and shows evidence of critical and original thinking
- shows a good understanding of the major factual and/or theoretical issues, and addresses the relevant areas of the topics
- shows clear evidence of planning and judgement in the formulation of responses and choice of sources and methodology
- shows a rigorous use and a confident understanding of relevant source materials
- achieves an appropriate balance between factual detail and key theoretical issues
- provides evidence of original thinking

### Below 80 points does not achieve Registration Status

**A mark which falls below 80 will fulfil the following criteria:**

- shows only some, or demonstrates minimal understanding of relevant major theoretical and/or factual issues
- shows some awareness and understanding but demonstrates limited ability to develop theoretical and/or factual issues
- shows minimal evidence of planning in the formulation of responses, makes only selective use of appropriate sources, and demonstrates some knowledge of the literature
- shows some, albeit limited, evidence of planning in the formulation of the written answer, but also includes material or arguments which are irrelevant or unrelated to the question
- fails to develop a clear or coherent response to the question, but shows occasional knowledge or insight

**The applicant will not achieve CPR Status if they:**

- fail to answer the questions or develop arguments
- fail to demonstrate knowledge of the key issues or arguments
- contain clear conceptual or factual errors or misunderstandings
- show no knowledge of the question or topic
- are poorly organised and/or poorly written
- contain blatant conceptual or factual errors

