

EXAMPLE OF COMPLETING THE GENERIC RUBRIC FOR FORMATIVE ACTIVITIES

MODULE	KM 1
ASSESSMENT NAME / NUMBER	FORMATIVE ACTIVITY 2
Name and surname of student	JANE DOE
Date of assessment	28 FEBRUARY 2026

(Attach relevant evidence after the rubric where relevant)

Number	Assessment Criteria	YES	NO
1.	<i>Students have discussed the activity in a group, and all members of the group have participated</i>	✓	
2.	<i>Students have made a list of the various maintenance tasks that a management assistant will need to coordinate</i>	✓	
3.	<i>Students have shown creativity in the completion of the list</i>		✓
4.	<i>Students have indicated relevant activities that are relevant in an office setting</i>	✓	
5.	<i>Students have all contributed to the group discussion</i>		✓

Maximum marks achievable = 5		Each correct YES tick = 1 mark
Competent	Not Yet Competent	Student achievement
✓		3/5 = 60 %
Signature of Student		
Date		
Signature of Facilitator		
Date		