

OneGrade Markbook allows tracking at up to three levels, but *flexibly*. The three levels can be renamed, but their usual names are *Units, Assessments & Criteria*.

The great thing about OneGrade Markbook however is the way in which you can combine the elements of your course at these different levels.

For example, you can have a markbook which simply contains Assessments, or Assessments with Criteria within them, without the need to firstly set up Units.

You could also if you wanted have Units *and* Assessments sitting alongside each other in your markbook.

Plus you can of course use the markbook in the familiar ways for multi-layered courses – click the grid for more information on each approach:

Code	Type	To track	Potential uses (click for details on how to set up this markbook type)
U	1	<b>Units only</b>	<a href="#">A simple model where Units are tracked e.g. Access courses</a>
UA	2	<b>Units and Assessments</b>	<a href="#">Commonly used in HE provision (Foundation Degrees and Degrees) as well as CACHE courses</a>
UAC	3	<b>Units, Assessments and Criteria</b>	<a href="#">The most common model for full tracking of graded vocational courses at all levels</a>
A	4	<b>Assessments only</b>	A simple model to track Assessments e.g. A Levels or GCSEs
UC	5	<b>Units and Criteria</b>	Useful for vocational courses with Criteria directly within Units but no fixed Assessments e.g. NVQs
AC	6	<b>Assessments and Criteria</b>	May be useful if you want to track Assessments which also contain sub-criteria

## Other markbook features:

How to allocate different elements of a markbook to different groups on the same course – [click here for guidance](#)


How to view markbook data for students in your group, but from previous academic years – [click here for guidance](#)

How to Copy a markbook Structure from one Course to another – [click here for guidance](#)

## Markbook 'Type 1' – Units only

For this example we'll be using an Access to HE course which is made up of a list of Units.

Ensure that the 'Course Structure' tab is active and click 'Create New'. Then Select 'Unit' in the Structure Level column:

 Markbook Maintenance for Course: AHEC Access to Higher Education Diploma: Nursing and Allied Health Professions Group (Ofqualno)

<b>Course Structure</b>		Group Structure	Add New Elements to		All Groups (for the Course) ▼					
<div><span>+ Create New</span> <span>≡ Create Multiple</span> <span>📄 Import Ofqual</span></div>										
		Structure Level	Element Code	Description	Size	Out of Points	NVQ Unit Level	Order	Is Active	
▶	NEW	Unit ▼	<input type="text"/>	<input type="text"/>	<input type="text" value="1"/>	<input type="text"/>	Select NVQ Level... ▼	<input type="text" value="1"/>	<input checked="" type="checkbox"/>	

Fill in the **Element Code**, **Description**, **Size**, **Out of Points** and **NVQ Unit Level** fields, then click the 'Update' button on the right hand side:


**Size** – will typically be either the GLH or credit value of the Unit

**Out of Points** – is an optional value if you wish to record students' scores against a maximum value for the Unit

**NVQ Unit Level** – will usually be the level of the qualification as whole, but this allows you to show Units which are at a different level

		Structure Level	Element Code	Description	Size	Out of Points	NVQ Unit Level	Order	Is Active	In Use	
▶	NEW	Unit ▼	GA33BIO01	Biological Molecules	<input type="text" value="3"/>	<input type="text" value="100"/>	3 ▼	<input type="text" value="1"/>	<input checked="" type="checkbox"/>		<span>✓ Update</span>

The icon on the left will change from 'NEW' to the 'Unit' icon and the row can now be edited if required. Note that 'Delete' is disabled if the Unit is allocated to a teaching group, or if data exists against the Unit in the markbook itself:

		Structure Level	Element Code	Description	Size	Out of Points	NVQ Unit Level	Order	Is Active	In Use	
▶		Unit	GA33BIO01	Biological Molecules	<input type="text" value="3"/>	<input type="text" value="100"/>	<input type="text" value="3"/>	<input type="text" value="1"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<span>✎ Edit</span> <span>🗑 Delete</span>

Click on ‘Create New’ once more to repeat the process as many times as required:

Markbook Maintenance for Course: AHEC Access to Higher Education Diploma: Nursing and Allied Health Professions Group (Ofqualno)

Course Structure

Group Structure

Add New Elements to

All Groups (for the Course)

Show: 'Active' Only

+ Create New

Create Multiple

Import Ofqual

	Structure Level	Element Code	Description	Size	Out of Points	NVQ Unit Level	Order	Is Active	In Use	
▶	Unit	GA33BIO16	Body Defences	3	100	3	2	<input checked="" type="checkbox"/>		<div>Update</div> <div>Cancel</div>
▶	Unit	GA33BIO01	Biological Molecules	3	100	3	1	<input checked="" type="checkbox"/>	✓	<div>Edit</div> <div>Delete</div>

Below we can see some of the units required to track a Level 3 Access course. The size column is based on the unit credit values stated in the specification:

Markbook Maintenance for Course: AHEC Access to Higher Education Diploma: Nursing and Allied Health Professions Group (Ofqualno)

Course Structure

Group Structure

Add New Elements to

All Groups (for the Course)

Show: 'Active' Only

'All'

+ Create New

Create Multiple

Import Ofqual


	Structure Level	Element Code	Description	Size	Out of Points	NVQ Unit Level	Order	Is Active	In Use	
▶	Unit	GA33BIO01	Biological Molecules	3	100	3	1	<input checked="" type="checkbox"/>	✓	<div>Edit</div> <div>Delete</div>
▶	Unit	GA33BIO16	Body Defences	3	100	3	2	<input checked="" type="checkbox"/>	✓	<div>Edit</div> <div>Delete</div>
▶	Unit	GA33BIO02	Cell Metabolism	3	100	3	3	<input checked="" type="checkbox"/>	✓	<div>Edit</div> <div>Delete</div>
▶	Unit	GA33BIO09	Coordination and Control	3	100	3	4	<input checked="" type="checkbox"/>	✓	<div>Edit</div> <div>Delete</div>
▶	Unit	GA33BIO11	Diet and Digestion	3	100	3	5	<input checked="" type="checkbox"/>	✓	<div>Edit</div> <div>Delete</div>
▶	Unit	GA33HEA05	Access to Health Care in Modern Britain	3	100	3	6	<input checked="" type="checkbox"/>	✓	<div>Edit</div> <div>Delete</div>
▶	Unit	GA33HEA02	Delivery of Health Care in the UK	3	100	3	7	<input checked="" type="checkbox"/>	✓	<div>Edit</div> <div>Delete</div>

## Markbook 'Type 2' – Units and Assessments (e.g. HE courses, CACHE, City and Guilds)

In this example we'll be using a CACHE Diploma in Childcare and Education which has Assessments within Units.

### UNITS

Firstly, set up your Units. Ensure that the 'Course Structure' tab is active and click 'Create New'. Then Select 'Unit' in the Structure Level column:

 Markbook Maintenance for Course: FDCE Diploma in Childcare and Education Group (TechLevelCA)

**Course Structure** | Group Structure | Add New Elements to | All Groups (for the Course) ▼

+ Create New

≡ Create Multiple

📄 Import Ofqual

	Structure Level	Element Code	Description	Size	Out of Points	NVQ Unit Level	Order	Is Active
▶	NEW	Unit		1		Select NVQ Level...	1	<input checked="" type="checkbox"/>

Fill in the **Element Code**, **Description**, **Size**, **Out of Points** and **NVQ Unit Level** fields, then click the 'Update' button on the right hand side:

	Structure Level	Element Code	Description	Size	Out of Points	NVQ Unit Level	Order	Is Active	In Use	
▶	NEW	Unit								
		Unit								
		Unit 01	Child development from conception to seven years	4		3	1	<input checked="" type="checkbox"/>		<input checked="" type="button" value="Update"/>

**Size** – will typically be either the GLH or credit value of the Unit (or the 'increment' value in the case of this CACHE course)

**Out of Points** – is an optional value if you wish to record students' scores against a maximum value for the Unit

**NVQ Unit Level** – will usually be the level of the qualification as whole, but this allows you to show Units which are at a different level

The icon on the left will change from 'NEW' to the 'Unit' icon and the row can now be edited if required. Repeat these steps for as many Units as you require.

Note that 'Delete' is disabled if the Unit is allocated to a teaching group, or if data exists against the Unit in the markbook itself:

	Structure Level	Element Code	Description	Size	Out of Points	NVQ Unit Level	Order	Is Active	In Use	
▶	Unit	Unit 01	Child development from conception to seven years	4		3	1	<input checked="" type="checkbox"/>	✓	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
▶	Unit	Unit 02	Children's health and well-being	2		3	2	<input checked="" type="checkbox"/>	✓	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
▶	Unit	Unit 03	Providing safe environments for children	1		3	3	<input checked="" type="checkbox"/>	✓	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
▶	Unit	Unit 04	Child Health	2		3	4	<input checked="" type="checkbox"/>	✓	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
▶	Unit	Unit 05	Play and learning	3		3	5	<input checked="" type="checkbox"/>	✓	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
▶	Unit	Unit 06	Understanding children's additional needs	1		3	6	<input checked="" type="checkbox"/>	✓	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
▶	Unit	Unit 07	Observation, assessment and planning	3		3	7	<input checked="" type="checkbox"/>	✓	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
▶	Unit	Unit 08	Professional Practice Portfolio 1	2		3	8	<input checked="" type="checkbox"/>	✓	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
▶	Unit	EPS	Effective Practice Study	5		3	9	<input checked="" type="checkbox"/>	✓	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

ASSESSMENTS

Assessments can be created within Units by pressing the small ‘right arrow’ button on the left of the row showing the Unit details:

Course Structure

Group Structure

Add New Elements to

All Groups (for the Course)

Show: 'Active' Only

All

+ Create New

Create Multiple

Import Ofqual

	Structure Level	Element Code	Description	Size	Out of Points	NVQ Unit Level	Order	Is Active	In Use	
▼	Unit	Unit 01	Child development from conception to seven years	4		3	1	<input checked="" type="checkbox"/>	✓	<div>EditDelete</div>
Parent: Unit 01										
	Structure Level	Element Code	Description		Out of Points		Order	Is Active	In Use	

You can now click ‘Create New’ and add the Assessments to the Unit:

+ Create New

Create Multiple

Parent: Unit 01

	Structure Level	Element Code	Description	Out of Points	Order	Is Active	In Use	
NE	Assessment	U1A1	Child Development Assmnt 1	100	1	<input checked="" type="checkbox"/>		<div>✓ UpdateCancel</div>
	Select Structure Level...							
	Assessment							

You can add as many Assessments as you need in a Unit:

+ Create New

Create Multiple

Parent: Unit 01

	Structure Level	Element Code	Description	Out of Points	Order	Is Active	In Use	
▶	Assessment	U1A2	Child Development Assmnt 2	100	0	<input checked="" type="checkbox"/>	✓	<div>EditDelete</div>
▶	Assessment	U1A3	Child Development Assmnt 3	100	0	<input checked="" type="checkbox"/>	✓	<div>EditDelete</div>
▶	Assessment	U1A1	Child Development Assmnt 1	100	1	<input checked="" type="checkbox"/>	✓	<div>EditDelete</div>

Alternatively, if you want to create a series of assessments, you can use the ‘Create Multiple’ button:

Course Structure

Group Structure

Add New Elements to

All Groups (for the Course)

+ Create New

≡ Create Multiple

Import Ofqual

	Structure Level	Element Code	Description
▶	Unit	Unit 01	Child devel
▼	Unit	Unit 02	Children's I

+ Create New

≡ Create Multiple

	Structure Level	Element Code
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Create Multiple Level-2

Structure Level

Assessment

Prefix

U2A

Start At

1

End At

3

Preview

U2A1,U2A2,U2A3

Out of Points

100

✓ Save

Cancel

Defining the ‘Prefix’ and start and end values means that you can quickly set up a sequentially numbered series of assessments as defined above:


+ Create New		≡ Create Multiple		Parent: Unit 02						
		Structure Level	Element Code	Description	Out of Points	Order	Is Active	In Use		
▶	📄	Assessment	U2A1	U2A1	100	1	✓	✓	✎ Edit	🗑 Delete
▶	📄	Assessment	U2A2	U2A2	100	2	✓	✓	✎ Edit	🗑 Delete
▶	📄	Assessment	U2A3	U2A3	100	3	✓	✓	✎ Edit	🗑 Delete

## Markbook 'Type 3' - Units, Assessments and Criteria

In this example we'll be using an Extended Diploma with Units, Assessments and Criteria – a common approach with graded vocational qualifications.

### UNITS

Firstly, set up your Units. Ensure that the 'Course Structure' tab is active and click 'Create New'. Then Select 'Unit' in the Structure Level column:

 Markbook Maintenance for Course: AEXHSC Ext Dip Health and Social Care Group (AppGen)

**Course Structure** | Group Structure | Add New Elements to | All Groups (for the Course) ▼

+ Create New | ≡ Create Multiple | Import Ofqual

	Structure Level	Element Code	Description	Size	Out of Points	NVQ Unit Level	Order	Is Active
▶	Unit ▼			1		Select NVQ Level... ▼	4	<input checked="" type="checkbox"/>

Fill in the **Element Code**, **Description**, **Size**, **Out of Points** and **NVQ Unit Level** fields, then click the 'Update' button on the right hand side:

	Structure Level	Element Code	Description	Size	Out of Points	NVQ Unit Level	Order	Is Active	In Use	
▶	Unit ▼	Unit 01	Human Lifespan Development	90		3 ▼	4	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/> Update

**Size** – will typically be either the GLH or credit value of the Unit

**Out of Points** – is an optional value if you wish to record students' scores against a maximum value for the Unit

**NVQ Unit Level** – will usually be the level of the qualification as whole, but this allows you to show Units which are at a different level

The icon on the left will change from 'NEW' to the 'Unit' icon and the row can now be edited if required. Repeat these steps for as many Units as you require.

Note that 'Delete' is disabled if the Unit is allocated to a teaching group, or if data exists against the Unit in the markbook itself:

	Structure Level	Element Code	Description	Size	Out of Points	NVQ Unit Level	Order	Is Active	In Use	
▶	Unit	Unit 01	Human Lifespan Development	90		3	1	<input checked="" type="checkbox"/>		<input type="checkbox"/> Edit <input type="checkbox"/> Delete
▶	Unit	Unit 02	Working in Health and Social Care	120		3	2	<input checked="" type="checkbox"/>		<input type="checkbox"/> Edit <input type="checkbox"/> Delete
▶	Unit	Unit 03	Anatomy and Physiology in health and social care	120		3	3	<input checked="" type="checkbox"/>		<input type="checkbox"/> Edit <input type="checkbox"/> Delete

ASSESSMENTS

Assessments can be created within Units by pressing the small ‘right arrow’ button on the left of the row showing the Unit details:

Course Structure

Group Structure

Add New Elements to

All Groups (for the Course)

Show: 'Active' Only

All

+ Create New

Create Multiple

Import Ofqual

	Structure Level	Element Code	Description	Size	Out of Points	NVQ Unit Level	Order	Is Active	In Use	
▼	Unit	Unit 01	Human Lifespan Development	90		3	1	<input checked="" type="checkbox"/>		<div>EditDelete</div>

+ Create New

Create Multiple

Parent: Unit 01

	Structure Level	Element Code	Description	Out of Points	Order	Is Active	In Use	
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You can now click ‘Create New’ and add the Assessments to the Unit:

+ Create New

Create Multiple

Parent: Unit 01

	Structure Level	Element Code	Description	Out of Points	Order	Is Active	In Use	
IEI	Assessment	U1A1	Human Lifespan Assessment 1	100	0	<input checked="" type="checkbox"/>		<div>UpdateCancel</div>

Select Structure Level...

Assessment

You can add as many Assessments as you need in a Unit:

+ Create New

Create Multiple

Parent: Unit 01

	Structure Level	Element Code	Description	Out of Points	Order	Is Active	In Use
▶	Assessment	U1A1	Human Lifespan Assessment 1	100	1	<input checked="" type="checkbox"/>	✓
▶	Assessment	U1A2	Human Lifespan Assessment 2	100	2	<input checked="" type="checkbox"/>	✓

## CRITERIA

Criteria can now be set up, either directly within the Unit alongside the Assessments, or within the Assessments themselves.

### ***Within the Assessment (recommended):***

Click on the 'right arrow' next to the Assessment and it will turn to a 'down arrow'. Then click 'Create New' to add your criteria within the Assessment:

+ Create New		≡ Create Multiple		Parent: Unit 01					
	🔧	Structure Level	Element Code	Description	Out of Points	Order	Is Active	In Use	
▼	📎	Assessment	U1A1	Human Lifespan Assessment 1	100	1	<input checked="" type="checkbox"/>	✓	<a href="#">Edit</a>

+ Create New		≡ Create Multiple		Parent: U1A1					
	🔧	Structure Level	Element Code	Description	Order	Is Active	In Use		
	NEW	Criteria	P1	Describe a typical lifespan	1	<input checked="" type="checkbox"/>		<a href="#">Update</a>	

Repeat the process as necessary for all your Criteria, or to save time you can use the 'Create Multiple' button (see next page for details).

### ***Directly within the Unit:***

Click 'Create New' and select 'Criteria' as the Structure Level within the Unit:

+ Create New		≡ Create Multiple		Parent: Unit 01					
		🔧	Structure Level	Element Code	Description	Out of Points	Order	Is Active	In Use
	NEW		Criteria	P1	Describe a typical lifespan		0	<input checked="" type="checkbox"/>	
▶	📎		Select Structure Level...	U1A1	Human Lifespan Assessment 1	100	1	<input checked="" type="checkbox"/>	✓
▶	📎		Assessment	U1A2	Human Lifespan Assessment 2	100	2	<input checked="" type="checkbox"/>	✓
			Criteria						

**Create Multiple Criteria:**

Clicking ‘Create Multiple’ gives a pop-up box where you can define your prefix and range e.g. below will create P1, P2, P3, P4, P5, P6 as shown in the preview:

Create New

Create Multiple

Import Ofqual

	Structure Level	Element Code	Description
	Unit	Unit 01	Human Life

+ Create New

Create Multiple

	Structure Level	Element Code			
▼	Assessment	U1A1			
<div><div>+ Create New</div><div>Create Multiple</div></div> <table><thead><tr><th></th><th>Structure Level</th><th>Element Code</th></tr></thead><tbody></tbody></table>				Structure Level	Element Code
	Structure Level	Element Code			
▶	Assessment	U1A2			

Unit

Unit 02

Working in

Unit

Unit 03

Anatomy and

Create Multiple Level-3

✕

Structure Level

Criteria

Prefix

P

Start At

1

End At

6

Preview

P1,P2,P3,P4,P5,P6


✓ Save

Cancel

## Markbook 'Type 4' – Assessments only (e.g. A levels, GCSEs)

For this example we'll be using an A Level course which is made up of a list of Assessments.

Ensure that the 'Course Structure' tab is active and click 'Create New':

 Markbook Maintenance for Course: BALB GCE A Level in Biology (ALevel)

Course Structure

Group Structure

Add New Elements to

All Groups (for the Course)

+ Create New

Create Multiple

Import Ofqual

Then Select 'Assessment' in the Structure Level column:

Structure Level

Assessment

Select Structure Level...

Unit

Assessment





Fill in the **Element Code**, **Description**, **Size**, **Out of Points** and **NVQ Unit Level** fields, then click the 'Update' button on the right hand side:

		Structure Level	Element Code	Description	Size	Out of Points	NVQ Unit Level	Order	Is Active	In Use	
▶	NEW	Assessment	IA1	Initial Assessment 1	1	80	3	1	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/> Update


The icon on the left will change from 'NEW' to the 'Assessment' icon and the row can now be edited if required. Note that 'Delete' is disabled if the Assessment is allocated to a teaching group, or if data exists against the Assessment in the markbook itself:

		Structure Level	Element Code	Description	Size	Out of Points	NVQ Unit Level	Order	Is Active	In Use	
▶		Assessment	IA1	Initial Assessment 1	1	100	3	1	<input checked="" type="checkbox"/>		<input type="checkbox"/> Edit <input type="checkbox"/> Delete

Click on 'Create New' once more to repeat the process as many times as required:

		Structure Level	Element Code	Description	Size	Out of Points	NVQ Unit Level	Order	Is Active	In Use	
▶	NEW	Assessment			1		Select NVQ Level...	17	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/> Update <input type="checkbox"/> Cancel
▶		Select Structure Level...	IA1	Initial Assessment 1	1	100	3	1	<input checked="" type="checkbox"/>		<input type="checkbox"/> Edit <input type="checkbox"/> Delete
▶		Level...	IA2	Initial Assessment 2	1	100	3	2	<input checked="" type="checkbox"/>		<input type="checkbox"/> Edit <input type="checkbox"/> Delete
▶		Unit	PS1	Practical Skills Assessment 1	1	50	3	3	<input checked="" type="checkbox"/>		<input type="checkbox"/> Edit <input type="checkbox"/> Delete
▶		Assessment	PS2	Practical Skills Assessment 2	1	50	3	4	<input checked="" type="checkbox"/>		<input type="checkbox"/> Edit <input type="checkbox"/> Delete

Below we see a full list of Assessments for this A level course, with a range of different 'Out of Points' values:

 Markbook Maintenance for Course: BALB GCE A Level in Biology (ALevel)



Course Structure		Group Structure	Add New Elements to				All Groups (for the Course)		Show: 'Active' Only		'All'	
+ Create New		≡ Create Multiple		📁 Import Ofqual								
		Structure Level	Element Code	Description	Size	Out of Points	NVQ Unit Level	Order	Is Active	In Use		
▶	📄	Assessment	IA1	Initial Assessment 1	1	100	3	1	✓		<a href="#">✎ Edit</a>	<a href="#">🗑 Delete</a>
▶	📄	Assessment	IA2	Initial Assessment 2	1	100	3	2	✓		<a href="#">✎ Edit</a>	<a href="#">🗑 Delete</a>
▶	📄	Assessment	PS1	Practical Skills Assessment 1	1	50	3	3	✓		<a href="#">✎ Edit</a>	<a href="#">🗑 Delete</a>
▶	📄	Assessment	PS2	Practical Skills Assessment 2	1	50	3	4	✓		<a href="#">✎ Edit</a>	<a href="#">🗑 Delete</a>
▶	📄	Assessment	FB1	Foundations in Biology - Cell Structure	1	80	3	5	✓		<a href="#">✎ Edit</a>	<a href="#">🗑 Delete</a>
▶	📄	Assessment	FB2	Foundations in Biology - Molecules	1	80	3	6	✓		<a href="#">✎ Edit</a>	<a href="#">🗑 Delete</a>
▶	📄	Assessment	FB3	Foundations in Biology - Proteins	1	85	3	7	✓		<a href="#">✎ Edit</a>	<a href="#">🗑 Delete</a>
▶	📄	Assessment	FB-M	Foundations in Biology - Mock	1	100	3	8	✓		<a href="#">✎ Edit</a>	<a href="#">🗑 Delete</a>
▶	📄	Assessment	ET1	Exchange and Transport - Surfaces	1	80	3	9	✓		<a href="#">✎ Edit</a>	<a href="#">🗑 Delete</a>
▶	📄	Assessment	ET2	Exchange and Transport - Gas Exchange Systems	1	80	3	10	✓		<a href="#">✎ Edit</a>	<a href="#">🗑 Delete</a>
▶	📄	Assessment	ET3	Exchange and Transport - Oxygen Dissociation	1	80	3	11	✓		<a href="#">✎ Edit</a>	<a href="#">🗑 Delete</a>
▶	📄	Assessment	ET-M	Exchange and Transport - Mock	1	100	3	12	✓		<a href="#">✎ Edit</a>	<a href="#">🗑 Delete</a>
▶	📄	Assessment	BED1	Biodiversity - Infection Defence	1	50	3	13	✓		<a href="#">✎ Edit</a>	<a href="#">🗑 Delete</a>
▶	📄	Assessment	BED2	Biodiversity - Antibodies	1	80	3	14	✓		<a href="#">✎ Edit</a>	<a href="#">🗑 Delete</a>
▶	📄	Assessment	BED3	Biodiversity - Conservation	1	80	3	15	✓		<a href="#">✎ Edit</a>	<a href="#">🗑 Delete</a>
▶	📄	Assessment	BED-M	Biodiversity - Mock	1	100	3	16	✓		<a href="#">✎ Edit</a>	<a href="#">🗑 Delete</a>

**Markbook 'Type 5' - Units and Criteria (e.g, CACHE or some City & Guilds courses)**

**Markbook 'Type 6' - Assessments and Criteria**

TYPE	DESCRIPTION	USES	NOTES
1	UNITS ↓ ASSESSMENTS ↓ CRITERIA	Majority of unit based vocational quals. Mainly graded and longer FT courses	The 'standard' model for e.g. BTECs where all three levels need to be tracked
2	UNITS ↓ ASSESSMENTS	Foundation Degrees Some C&G and CACHE quals	Mainly quals where unit grades are based on average assessment grades
3	UNITS ↓ CRITERIA	NVQ and technical quals e.g. Hair & Beauty. Often pass/fail courses	Mainly quals where students complete tasks at different times to meet criteria
4	UNITS ONLY	Short courses, some pass/fail	Markbook 'lite' – minimal approach for vocational quals
5	ASSESSMENTS ONLY	GCSE, A Levels, other exam based courses	Often exam based quals where teachers track formative assessments
6	ASSESSMENTS ↓ CRITERIA	May be useful for tracking un-regulated provision or custom built course types	Maybe where an A level teacher wants to track elements of assessments?

Left here for reference only, or in case needed later – original grid