

# ***Faculty of Ministry & Church Management***

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***Diploma in Shepherding  
Diploma in Church Management  
Bachelor of Ministry (CU)***

# **Assessment Schedules**

**BMA**

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***Christian Life Training – For Pastoral Managers***

# ***Faculty of Ministry & Church Management***

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***Diploma in Shepherding  
Diploma in Church Management  
Bachelor of Ministry (CU)***

## **4 Tasks**

- 1. Lecture Video***
- 2. Preaching***
- 3. Self Test***
- 4. Tutor Test***

**BM4**

## 4 Tasks – Assessment Schedules

Task  
**1-4**

**Short Description:** Each of the tasks has a full description regarding what must be done and where it has to be placed in the folder. Here is a short summary of what is generally expected of you.

When you hand in ALL the assignments, please put them in numerical order. Start by placing the marking sheet with your photo visible in the front cover pocket of the file or 30-page display pocket book or lever file.

**1. Lecture Video:** Place the Marking Schedule and a copy which your tutor has completed back-to-back in position no 29. Do not place the original VHS video tape or DVD in this pocket, but hand it in separately. Clearly mark it: Book number, Lecture Name, Student Name and Student Number.

**2. Preaching:** This is a group assessment. With the help of your tutor, 5 people are chosen to be part of this group. Instruct them about the purpose of the assessment: to **identify** your good and bad points. The three assessments that give the best differentiation are accepted and the other two are marked as "eliminated". The scores of the three are added up and the average (out of 100) counts towards your year mark. Put this assignment in position no 30 (with the marks showing to the back).

**3. Self-Test:** Task 4 and 5 go together into the **cover display pocket**. You must do this test right at the beginning of your studies, marking in **pencil**. Expect a low score. You are now aware of what the Outcomes of the course are. Expect to improve drastically in the next few months. Then do the test again in ink at the end of your studies with the tutor present. You must end up with a score of between 60% and 80% for it to be meaningful.

**4. Tutor Test:** This is a more practical test and contains those practical outcomes which only your tutor, who knows you, can judge.

- **Provide a Stiffy:** We will scan through the assignment reports to such an extent that we will choose **one or more of the reports** in which you have done exceptionally well or on which you have spent more time on than the others. The stiffy (or CD) of all the reports must be placed in the front cover pocket of the display pocket book (or file).

Let the tutor enter his/her marks for the oral tests, tasks and the assignment reports as described on the assessment records.

# Tutor Guidelines

Task

T

**Definition:** The Tutor of a Bachelor of Ministry Student

A private teacher, typically one who teaches a single pupil or a very small group. A university or college teacher responsible for assigned students. USA: An assistant lecturer in a college or university. — Concise Oxford Dictionary, 10th Edition

## Expectations of the Tutor

A B.Min student cannot study on his/her own. We (CLT) need someone to walk an academic distance with the "learner" to assist in the learning process. S/he needs someone to give guidance, advice, a sounding board, a sound opinion. Such a person has to have a thorough familiarity with the field of ministry and preferably understand the Charismatic/Pentecostal way of thinking. Various references throughout the **B.Min. Guide** are made to the task of the **Tutor**. We summarize:

## Practical Marking

The student has four practical tasks to do. These are: Lecture DViDeo (marked by you, the tutor), Preaching (group marking), Self-assessment (tutor moderated) and Tutor Assessment (marked by you). The Tutor is the appointed person to be responsible for marking or to oversee the marking as is described in the text. These tasks all have a clearly numbered marking schedule in this blue book.

## Taking the Oral Tests

The student reads up on a lot of subjects in 28 fields. Only some of this material will be used in the required reports. The other material is for the student's own upliftment and to become informed about the various aspects of ministry, which leads to personal growth. In order to gauge the depth of understanding as a result of this reading, the Tutor needs to have regular interviews/oral tests with the student. These interviews may also take place in a group setting and could lead to interesting discussions. A mark is allocated to these sessions/tests. The tutor will also know whether the material was indeed read.

## Feedback on the Assignment Reports

As the student writes the reports according to the required format (page 5-8, 13-19), the tutor will be able to give constructive comments about how well the student is doing. The Tutor will be asked and can answer the questions listed on page 16. The report should then be written in its final form and stored until all assignments have been complied with. The work is only then submitted to CLT for grading.

## Supportive Role of the Tutor

To summarize, the Tutor is the tangible presence for the student and gives him/her all the feedback the student needs. Correspondence training is unsuccessful because there is no Tutor involved. You, the Tutor will make all the difference!

# T1. Lecture Video

Task

1

**Guideline:** Make a video on casset or DVD of one to three lectures.

This is **the lecture of your choice** from one of the lecture books of the CLT course. If it is to be used on the Internet **it has to be in English**.

## Used on the Internet

CLT may use this video to make selections for publication on the Internet. This is part of the teaching material through which international students will be able to study. They will view selections of 20 to 50 seconds to highlight certain important sections in the lecture. Your video may be used to make these selections.

## Preparation

The student makes a video tape with ordinary home-video equipment with good lighting, and supplies the **master** on which the tape was made (**not a copy**). The cost of this tape must be borne by the student and becomes the property of CLT.

## Copyright

The student also gives full rights to the tape for use on the Internet and by CLT for training in any of its programs. This will not limit the student in any way for future use of his own material. (It just means that CLT may freely use this tape.)

## Follow the text

Since the video is to be used to illuminate concepts in the printed text of CLT material, the printed text of the lecture must be followed. Do **not** read the text from the book. You may alternate quoting some concepts from the book and explaining the concepts. The explanations are of particular importance since the video clips used on the Internet will be extractions of a few seconds to explain to the student in **China**, **Libya** or **Tibet** what the meaning of a certain passage is.

## Make Selections

The student must now make about 10 or 15 **selections** from the tape to go with different paragraphs in the lecture. The page and paragraph must be indicated, the **minute** and **second position** timed from the beginning of the lecture and the **duration** of the clip in seconds:

Selection 1. E77 page 23 para 4 – Starting "Now we know ..." 23 min 12 sec – Duration 32 seconds.

**Mark the tape:** Indicate Book no, Lecture no, Your Name and Student no.

## T2. Preaching Assessment

Task

2

**Guideline:** Group test by 5 people

**Note:** Mark two of these as "Eliminated" but hand in. This is to test and improve your ability to deliver a good and effective sermon.

**Text books:** The Art of Preaching **E87**

### **Assignment:**

Ask 5 leaders, colleagues or students to fill in the assessment form during one of your sermons in your home church or wherever you can find an opportunity to preach. Add up the scores and select the three best [differentiating] score sheets.

**'Best'**: Some of your colleagues may be kind to you and give you a very high score. However, the aim is not to have a high score, but an indication of where your **strengths** and your **weaknesses** are and then to learn from this. A string of 5's or a bundle of low marks are not necessarily very helpful since they do not **differentiate**. The "best" score sheets will therefore be the three that have managed not to give **high** or **low** marks or even all the same **average** marks.

This will be a learning experience for you, the preacher, and also for the group involved in the group test who will have to analyse the sermon regarding all the elements that a good expository sermon, based on Scripture, should have.

### **Preparation:**

Read Lecture 3 in the text book 'The Art of Preaching' to prepare yourself for the assessment. In this way you will know what is expected of you.

Make 5 copies of pages 24 to page 31 of this lecture book, which the 5 *assessors* can study **beforehand**. Make sure they are clear about the meaning of each of the criteria on which you will be assessed.

Hand out the assessment sheets beforehand in order to give time to the **assessors** to study them and to ask you questions about it.

**Add up the scores of each assessment. Select** the three assessments that most closely reflect your preaching style and ability.

**Write a short report** to accompany the sheets in the transparent pocket.

Report the scores of all 5, say which two you eliminated and why, point out the similarities of the different assessments, mention a few outstanding differences, indicate what you learnt from this and write down some of the comments from the assessment group e.g. what they said they learnt from this exercise.

# T2. Preaching Assessment Sheet

Task  
**2**

Preacher: ..... Date: .....

Assessor: ..... Sheet No: ..... (Mark 1-5)

**Guideline:** Group test by 5 people (The highest and lowest score of the 5 will be marked "eliminated"). The purpose of the assessment is not to provide a mark to the student but rather to differentiate between his/her stronger and weaker points) Give a mark between 1 and 5. 1 and 2 indicate a failure in that particular area. 3, 4 and 5 are pass marks indicating average, good and excellent. The assessor must try to avoid giving a lot of only 5's or only 3's.

**Delivery** (Make a circle around the chosen number)

### PERSONALITY

<b>NEGATIVE</b>	1	2	3	4	5
<b>DULL</b>	1	2	3	4	5
<b>IMPERSONAL</b>	1	2	3	4	5
<b>ARTIFICIAL</b>	1	2	3	4	5

**POSITIVE**  
**PLEASANT**  
**WARM**  
**GENUINE**

### APPEARANCE

<b>SCRUFFY</b>	1	2	3	4	5
<b>BAD COMPOSURE</b>	1	2	3	4	5
<b>TENSE</b>	1	2	3	4	5
<b>INSECURE</b>	1	2	3	4	5
<b>HAUGHTY</b>	1	2	3	4	5
<b>UNPROFESSIONAL</b>	1	2	3	4	5

**NEAT**  
**GOOD COMPOSURE**  
**RELAXED**  
**CONFIDENT**  
**HUMBLE**  
**GOOD PULPIT MANNERS**

### VOICE

<b>UNCONVINCING</b>	1	2	3	4	5
<b>MONOTONOUS</b>	1	2	3	4	5
<b>NERVOUS VOICE</b>	1	2	3	4	5
<b>TOO SOFT/LOUD</b>	1	2	3	4	5
<b>TOO FAST OR TOO SLOW</b>	1	2	3	4	5
<b>BAD GRAMMAR</b>	1	2	3	4	5

**CONVINCING**  
**GOOD VARIATION**  
**NATURAL VOICE TONE**  
**GOOD VOLUME**  
**GOOD SPEECH TEMPO**  
**GOOD GRAMMAR**

### EXPRESSION

<b>IRRITATING GESTURES</b>	1	2	3	4	5
<b>WEAK GESTURES</b>	1	2	3	4	5
<b>LACK OF EXPRESSION</b>	1	2	3	4	5
<b>NO EYE CONTACT</b>	1	2	3	4	5

**NATURAL GESTURES**  
**CONVINCING GESTURES**  
**GOOD FACIAL EXPRESSION**  
**GOOD EYE CONTACT**

# T2. Preaching Assessment Sheet

(Page 2)

Student Number:

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## Sermon

		TEXT						
NOT PROMINENT	1	2	3	4	5	WELL ANNOUNCED		
IRRELEVANT	1	2	3	4	5	RELEVANCE TO THEME		
TOO COMPLICATED	1	2	3	4	5	SIMPLICITY		
		INTRODUCTION						
INAPPROPRIATE TITLE	1	2	3	4	5	APPROPRIATE TITLE		
BORING	1	2	3	4	5	INTERESTING		
CLUMSY TRANSITION	1	2	3	4	5	GOOD TRANSITION		
		MESSAGE						
INCOHERENT PRESENTATION	1	2	3	4	5	LOGICAL PRESENTATION		
WEAK DIVISIONS	1	2	3	4	5	CLARITY OF POINTS		
LOST ATTENTION	1	2	3	4	5	EASY TO FOLLOW		
DETACHED PIECES	1	2	3	4	5	HARMONIOUS UNITY		
TOO MUCH REPETITION	1	2	3	4	5	NO UNNECESSARY REPETITION		
THEME NOT MENTIONED AGAIN	1	2	3	4	5	THEME REPEATED (3 TO 4 times)		
UNSCRIPTURAL	1	2	3	4	5	EMPHASIS ON SCRIPTURE		
NO APPLICATION	1	2	3	4	5	PRACTICAL/MEANINGFUL		
POOR ILLUSTRATIONS	1	2	3	4	5	GOOD ILLUSTRATIONS		
		CONCLUSION						
PURPOSE VAGUE	1	2	3	4	5	PURPOSE ACCOMPLISHED		
NO SUMMARY	1	2	3	4	5	GOOD SUMMARY		
WEAK & FELL FLAT	1	2	3	4	5	DYNAMIC CLIMAX		
BAD IMPRESSION	1	2	3	4	5	GOOD OVERALL IMPRESSION		
TOO LONG OR TOO SHORT	1	2	3	4	5	GOOD TIME-SCHEDULE		

Percentage (Total) for delivery:

This assessment accepted

Eliminated

Percentage (Total) for sermon:

Overall percentage (average):

Two out of 5 are marked as "eliminated".



# In a Nutshell — Bachelor of Ministry

**Tutor:** At registration you will be required to inform us (and CU) who your Tutor will be. S/he will guide you, sign reports on your reading, take your oral tests and do practical assessments based on your ministry and academic skills. This person must know you relatively well and have experience and knowledge of a ministry environment on a professional level.

**1 Reading:** The most important part of the Bachelor of Ministry is your reading preparation. This is the compulsory basic reading for the **assignments** and especially the **oral tests** which may take 1-1½ hours each to complete with the Tutor.

**2 Tutor Oral Tests:** These tests are to ensure that you have a foundational knowledge of the whole field of learning and at least know how to find essential information. (This counts for 28%)

**3 Assignments:** Once you have done the **research** through reading, you can then display a range of skills for which you earn 56% of your marks. You choose one or more of the reports (as instructed) for every one of the 28 assignments. Some of these reports may be selected to be placed on the Internet.

**4 Lecture Video:** You present a lecture which is recorded on tape and select 10 to 15 cuts suitable for use on the Internet. (4%)

**5 Preaching:** You will be assessed on your preaching skills by a group of people appointed by your tutor, to give you an important mark for your ability in this area. (4%)

**6 Self-Assessment:** You will complete a test during the year and even adjust your responses as you improve on a range of **academic skills**. Your tutor will moderate this assessment in consultation with you. It will show us how you think about your own abilities – an interesting learning process. (4%)

**7 Tutor-Assessment:** You will complete another but similar test during the year. This one is finally marked by your tutor to assess a range of your practical skills. (4%)

# *Calvary University:*

## Bachelor of Ministry – Diploma +150 credits

CLT offers two short courses which will earn a sufficient number of credits to add to a Diploma in Ministry in order to qualify with a Bachelor of Ministry. 70 further credits such as counselling, Theology, Missiology or Church Development will earn an endorsement

Short Course 1:	<b>Diploma in Shepherding</b>	<b>Credits</b>
<b>Biblical Studies</b>	Assignments	<b>20</b>
Modules: Old & New Testament Survey, Christian Ethics      1 - 4		
<b>Expository Preaching</b>		<b>24</b>
Modules: Hermeneutics, Homiletics and World Missions      5 - 9		
<b>Systematic Teaching</b>		<b>16</b>
Modules: Creation Theology, Pneumatology & Education      10 - 12		
<i>"My sheep listen to my voice"</i>		<b>Total Notional Credits: 60 Credits</b>

Short Course 2:	<b>Diploma in Church Management</b>	
<b>Church Leadership History</b>	Assignments	<b>15</b>
Modules: Biblical & Leadership History and Jesus Christ      13 - 15		
<b>Pastoral Care</b>		<b>20</b>
Modules: Pastoral Psychology, Counselling & Shepherding      16 - 19		
<b>Managing People</b>		<b>18</b>
Modules: Human Resource Management & Org. Behaviour      20 - 22		
<b>Church Management</b>		<b>20</b>
Modules: General and Administrative Management      23 - 25		
<b>Church Administration</b>		<b>17</b>
Modules: Business Management & Basic Accounting      26 - 28		
<i>"Do business till I come"</i>		<b>Total Notional Credits: 90 Credits</b>

**Note:** The student who is registered with Calvary University or any other such institution completes the Bachelor in two stages which are both called **short courses**: a Diploma in Shepherding and a Diploma in Church Management. Each of the short courses consists of subjects which are now called Courses. The two short courses which make up the Bachelor of Ministry programme consist of **8 Courses** (formally called subjects). A **programme** leads to a qualification for which an institution needs accreditation in order to issue a certificate: i.e. **Bachelor of Ministry**. This may be national (South Africa) or International. CLT has no accreditation in SA for a Bachelor. Calvary University has international accreditation and needs no registration in SA, nor will it apply for SA accreditation, just like Oxford or Harvard have not.

# Tutor Oral Tests

Student Number:

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## Basic knowledge – Oral evaluation tests

<b>Tests/Groups</b> (for 2% each)	<b>Marks</b>	<b>Date</b>	<b>Initials</b>
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### Short Course 1: **Diploma in Shepherding**

#### **Biblical Studies – 20 Credits**

- |                           |                        |                      |       |       |
|---------------------------|------------------------|----------------------|-------|-------|
| 1. Old Testament Survey   | 50 • 60 • 70 • 80 • 90 | <input type="text"/> | ..... | ..... |
| 2. New Testament Survey A | 50 • 60 • 70 • 80 • 90 | <input type="text"/> | ..... | ..... |
| 3. New Testament Survey B | 50 • 60 • 70 • 80 • 90 | <input type="text"/> | ..... | ..... |
| 4. Christian Ethics       | 50 • 60 • 70 • 80 • 90 | <input type="text"/> | ..... | ..... |

Course Average:

Biblical studies:  %

#### **Expository Preaching – 24 Credits**

- |                                 |                        |                      |       |       |
|---------------------------------|------------------------|----------------------|-------|-------|
| 5. Hermeneutics                 | 50 • 60 • 70 • 80 • 90 | <input type="text"/> | ..... | ..... |
| 6. Homiletics – Preaching       | 50 • 60 • 70 • 80 • 90 | <input type="text"/> | ..... | ..... |
| 7. World Missions – Foundations | 50 • 60 • 70 • 80 • 90 | <input type="text"/> | ..... | ..... |
| 8. World Missions – Message     | 50 • 60 • 70 • 80 • 90 | <input type="text"/> | ..... | ..... |
| 9. World Missions – Cultural    | 50 • 60 • 70 • 80 • 90 | <input type="text"/> | ..... | ..... |

Course Average:

Expository Preaching:  %

#### **Systematic Teaching – 16 Credits**

- |                       |                        |                      |       |       |
|-----------------------|------------------------|----------------------|-------|-------|
| 10. Creation Theology | 50 • 60 • 70 • 80 • 90 | <input type="text"/> | ..... | ..... |
| 11. Pneumatology      | 50 • 60 • 70 • 80 • 90 | <input type="text"/> | ..... | ..... |
| 12. Education         | 50 • 60 • 70 • 80 • 90 | <input type="text"/> | ..... | ..... |

Course Average:

Systematic Teaching:  %

#### **Diploma in Shepherding – 60 Credits** %

Note: The Bachelor of ministry can only be issued by a University such as Calvary University. CLT offers two short courses to facilitate students who wish to bank credits with such a University. At the end of each short course CLT will issue a certificate: **Diploma of Shepherding** (60 credits) and **Diploma of Church Management** (90 credits). Before enrolling for these courses, students must first register with Calvary University (currently at \$85).

A student must do an oral test on each subject with the tutor.

Circling a dot will indicate a 5 e.g.: (60  $\odot$  70) = 65.

# Tutor Oral Tests

Student Number:

--	--	--	--	--	--	--	--	--	--

## Basic knowledge – Oral evaluation tests

<b>Tests/Groups</b> (for 2% each)	<b>Marks</b>	<b>Date</b>	<b>Initials</b>
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### Short Course 2: **Diploma in Church Management**

#### Church Leadership History – 15 Credits

13. Biblical History	50 • 60 • 70 • 80 • 90	<input type="text"/>	.....	.....
14. Jesus Christ – His Person	50 • 60 • 70 • 80 • 90	<input type="text"/>	.....	.....
15. Leadership History	50 • 60 • 70 • 80 • 90	<input type="text"/>	.....	.....
Course Average:	Church Leadership History:	<input type="text"/>	%	

#### Pastoral Care – 20 Credits

16. Psychology Introduction	50 • 60 • 70 • 80 • 90	<input type="text"/>	.....	.....
17. Pastoral Psychology	50 • 60 • 70 • 80 • 90	<input type="text"/>	.....	.....
18. Counselling	50 • 60 • 70 • 80 • 90	<input type="text"/>	.....	.....
19. Shepherding	50 • 60 • 70 • 80 • 90	<input type="text"/>	.....	.....
Course Average:	Pastoral Care:	<input type="text"/>	%	

#### Managing People – 18 Credits

20. Hum. Res. Management A	50 • 60 • 70 • 80 • 90	<input type="text"/>	.....	.....
21. Hum. Res. Management B	50 • 60 • 70 • 80 • 90	<input type="text"/>	.....	.....
22. Organisational Behaviour	50 • 60 • 70 • 80 • 90	<input type="text"/>	.....	.....
Course Average:	Managing People:	<input type="text"/>	%	

#### Church Management – 20 Credits

23. General Management A	50 • 60 • 70 • 80 • 90	<input type="text"/>	.....	.....
24. General Management B	50 • 60 • 70 • 80 • 90	<input type="text"/>	.....	.....
25. Administr. Management	50 • 60 • 70 • 80 • 90	<input type="text"/>	.....	.....
Course Average:	Church Management:	<input type="text"/>	%	

#### Church Administration – 17 Credits

26. Business Management A	50 • 60 • 70 • 80 • 90	<input type="text"/>	.....	.....
27. Business Management B	50 • 60 • 70 • 80 • 90	<input type="text"/>	.....	.....
28. Basic Accounting	50 • 60 • 70 • 80 • 90	<input type="text"/>	.....	.....
Course Average:	Church Administration:	<input type="text"/>	%	

#### Dip. in Church Management – 90 Credits

	<input type="text"/>	%							
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Circling a dot will indicate a 5 e.g.: (60●70) = 65.

# Reading Report

Credits

Asn.#	Book Title	Writer	Publisher	fm p. to p.	Pgs	Und	Wri	Verb	Asn
-									

Tutor Oral Test:  %
                         
 Total Pages Read: 
This is an extra Report page  
Remember to add pages

Date taken:     ..... / ..... 200....
                         
 Tutor Signature:     .....

Use this page as a Master to make extra copies where more than 7 reading sources were used.

# Reading Report

Credits

Asn.#	Book Title	Writer	Publisher	fm p. to p.	Pgs	Und	Wri	Verb	Asn
-									

Tutor Oral Test:  %
                         
 Total Pages Read: 
This is an extra Report page  
Remember to add pages

Date taken:     ..... / ..... 200....
                         
 Tutor Signature:     .....

Staple Reading Report to the back of the assignment facing forward. The **Marking Schedule** will then be visible from the

# Assessment Record

Student Number:

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First Names: \_\_\_\_\_

Surname: \_\_\_\_\_

Box/Street: \_\_\_\_\_

Town: \_\_\_\_\_ Code: \_\_\_\_\_

Phone or Cell No: \_\_\_\_\_

ID No.: \_\_\_\_\_

Previous Highest Qualification: \_\_\_\_\_

Date of CU Registration: \_\_\_\_\_

Student Tutor: \_\_\_\_\_

Date of CU Registration: \_\_\_\_\_

Fill in your correct student number, all your student details as requested at registration (pink, white & buff).

Lecturers who have 3 years former training register by completing the bridging course: **BC1** or **BC2**.

Students do the number of assignments **prescribed** (28) and have all the practical marked by their Tutor.

Students pay 25% of the tuition fees upon enrolment and 25% to the Tutor when each report is sent.

Due to RPL requested, student does out of 28:

\_\_\_\_\_ Modules.

**Reports Sent:**

One

Twelve

All  (final)

Student Photo

This form must be completed by the Tuition Centre and will serve as an official record to be kept at the CLT Faculty. All assignments will be placed in the same order in the 30-pocket display book, all the **Assignment Reports** also represented on a stiffer in any format. Payment: enrollment 25% on registration and 25% with each Report sent by the Tutor, graded by the CLT faculty. The pass mark is 60%.

**For Tutor and Faculty use only:** The Tutor will circle one of the marks e.g. (70) upon initial marking

**Choose one of 1-12 as the first assignment.**

**Assignment Reports Marks:**

	Tutor Estimate	CLT Marks	Oral Test	Task	Average
1. Old Testament – Survey	50 • 60 • 70 • 80 • 90	<input type="text"/>	<input type="text"/>		<input type="text"/>
2. New Testament – Survey A	50 • 60 • 70 • 80 • 90	<input type="text"/>	<input type="text"/>		<input type="text"/>
3. New Testament Survey – B	50 • 60 • 70 • 80 • 90	<input type="text"/>	<input type="text"/>		<input type="text"/>
4. Christian Ethics	50 • 60 • 70 • 80 • 90	<input type="text"/>	<input type="text"/>		<input type="text"/>
5. Hermeneutics – Interpr	50 • 60 • 70 • 80 • 90	<input type="text"/>	<input type="text"/>		<input type="text"/>
6. Homiletics – Preaching	50 • 60 • 70 • 80 • 90	<input type="text"/>	<input type="text"/>	T2: <input type="text"/>	<input type="text"/>
7. World Missions – Fndations	50 • 60 • 70 • 80 • 90	<input type="text"/>	<input type="text"/>		<input type="text"/>
8. World Missions – Message	50 • 60 • 70 • 80 • 90	<input type="text"/>	<input type="text"/>		<input type="text"/>
9. World Missions – Cultural	50 • 60 • 70 • 80 • 90	<input type="text"/>	<input type="text"/>		<input type="text"/>
10. Creation Theology	50 • 60 • 70 • 80 • 90	<input type="text"/>	<input type="text"/>		<input type="text"/>
11. Pneumatology & Christology	50 • 60 • 70 • 80 • 90	<input type="text"/>	<input type="text"/>		<input type="text"/>
12. Education – Teaching Skills	50 • 60 • 70 • 80 • 90	<input type="text"/>	<input type="text"/>	T1: <input type="text"/>	<input type="text"/>

Subtotal for the first 12 modules, Diploma in Shepherding or Assoc.Min:

**“All” assignments:**

	Tutor Estimate	CLT Marks	Oral Test	Task	Average
13. Biblical History	50 • 60 • 70 • 80 • 90	<input type="text"/>	<input type="text"/>		<input type="text"/>
14. Jesus Christ – His Person	50 • 60 • 70 • 80 • 90	<input type="text"/>	<input type="text"/>		<input type="text"/>
15. Leadership History	50 • 60 • 70 • 80 • 90	<input type="text"/>	<input type="text"/>		<input type="text"/>
16. Psychology – an Introd.	50 • 60 • 70 • 80 • 90	<input type="text"/>	<input type="text"/>	T3: <input type="text"/>	<input type="text"/>
17. Pastoral Psychology	50 • 60 • 70 • 80 • 90	<input type="text"/>	<input type="text"/>		<input type="text"/>
18. Counselling	50 • 60 • 70 • 80 • 90	<input type="text"/>	<input type="text"/>		<input type="text"/>
19. Shepherding	50 • 60 • 70 • 80 • 90	<input type="text"/>	<input type="text"/>		<input type="text"/>
20. Human Resources Man. – A	50 • 60 • 70 • 80 • 90	<input type="text"/>	<input type="text"/>	T4: <input type="text"/>	<input type="text"/>
21. Human Resources Man. – B	50 • 60 • 70 • 80 • 90	<input type="text"/>	<input type="text"/>		<input type="text"/>
22. Organisational Behaviour	50 • 60 • 70 • 80 • 90	<input type="text"/>	<input type="text"/>		<input type="text"/>
23. Gen. Man. – The Church	50 • 60 • 70 • 80 • 90	<input type="text"/>	<input type="text"/>		<input type="text"/>
24. Gen. Management – Vision	50 • 60 • 70 • 80 • 90	<input type="text"/>	<input type="text"/>		<input type="text"/>
25. Admin. Management	50 • 60 • 70 • 80 • 90	<input type="text"/>	<input type="text"/>		<input type="text"/>
26. Business Management A	50 • 60 • 70 • 80 • 90	<input type="text"/>	<input type="text"/>		<input type="text"/>
27. Business Management B	50 • 60 • 70 • 80 • 90	<input type="text"/>	<input type="text"/>		<input type="text"/>
28. Basic Accounting	50 • 60 • 70 • 80 • 90	<input type="text"/>	<input type="text"/>		<input type="text"/>

Subtotal for the last 16 modules, Diploma in church Management:

Carry over: Subtotal for the first 12 modules, Shepherding or Assoc.Min:

**Declaration:** As B.Min Tutor I had several sessions with the learner according to the requirements set out in the Tutor Guide. I hereby confirm that this assessment record is a true reflection of the outcomes achieved by the learner. Where the learner had prior learning and such credits were applied for and accepted by CLT, I have marked RPL under the average column.

Date: ...../...../.....

Tutor Signature: .....  
Student Tutor/Pastor or both

Commendation: Cum Laude or Pass

Bachelor of Ministry:

CumLaude  Pass

Total Mark (12 + 16):  (Pass: 60%)

**CLT Acceptance:** We have graded the assignments and have indicated our final marks for each assignment in the above schedule and have ruled on the above commendation.

Date: ...../...../.....

CLT Signature: .....  
CLT Marker /Moderator or both

# ***Faculty of Ministry & Church Management***

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***Diploma in Shepherding  
Diploma in Church Management  
Bachelor of Ministry (CU)***

## **Forms**

- 1. Reading Records***
- 2. Marking Schedules***
- 3. Tutor Oral Tests***
- 4. Assessment Record***

**BMF**



# Reading Report

5  
 Credits

## 1. Old Testament – Survey

Asn.#	Book Title	Writer	Publisher	fm p. to p.	Pgs	Und	Wri	Verb	Asn
1 -									

Tutor Oral Test:  %
 Total Pages Read: 
Mark above the method of proof of reading:

Date taken: ..... / .....200....
 Tutor Signature: .....

Staple Reading Report to the back of the assignment as the last page. This side facing to the inside (front).

# Reading Report

5  
 Credits

## 2. New Testament – Survey A

Asn.#	Book Title	Writer	Publisher	fm p. to p.	Pgs	Und	Wri	Verb	Asn
2 -									

Tutor Oral Test:  %
 Total Pages Read: 
Mark above the method of proof of reading:

Date taken: ..... / .....200....
 Tutor Signature: .....

Staple Reading Report to the back of the assignment. The **Marking Schedule** will therefore be visible from the back.

# Reading Report

5  
 Credits

## 3. New Testament Survey – B

Asn.#	Book Title	Writer	Publisher	fm p. to p.	Pgs	Und	Wri	Verb	Asn
3 -									

Tutor Oral Test:  %
 Total Pages Read: 
Mark above the method of proof of reading:

Date taken: ..... / .....200....
 Tutor Signature: .....

# Reading Report

5  
 Credits

## 4. Christian Ethics

Asn.#	Book Title	Writer	Publisher	fm p. to p.	Pgs	Und	Wri	Verb	Asn
4 -									

Tutor Oral Test:  %
 Total Pages Read: 
Mark above the method of proof of reading:

Date taken: ..... / .....200....
 Tutor Signature: .....

# Reading Report

5  
 Credits

## 5. Hermeneutics – Interpretation of Scripture

Asn.#	Book Title	Writer	Publisher	fm p. to p.	Pgs	Und	Wri	Verb	Asn
5 -									

Tutor Oral Test:  %
 Total Pages Read: 
Mark above the method of proof of reading:

Date taken: ..... / .....200....
 Tutor Signature: .....

# Reading Report

5  
 Credits

## 6. Homiletics – Preaching the Word

Asn.#	Book Title	Writer	Publisher	fm p. to p.	Pgs	Und	Wri	Verb	Asn
6 -									

Tutor Oral Test:  %
 Total Pages Read: 
Mark above the method of proof of reading:

Date taken: ..... / .....200....
 Tutor Signature: .....

# Reading Report

4  
 Credits

## 7. World Missions – Biblical Foundation & Strategy

Asn.#	Book Title	Writer	Publisher	fm p. to p.	Pgs	Und	Wri	Verb	Asn
7 -									

Tutor Oral Test:  %
 Total Pages Read: 
Mark above the method of proof of reading:

Date taken: ..... / .....200....
 Tutor Signature: .....

# Reading Report

4  
 Credits

## 8. World Missions – The Message of Christ

Asn.#	Book Title	Writer	Publisher	fm p. to p.	Pgs	Und	Wri	Verb	Asn
8 -									

Tutor Oral Test:  %
 Total Pages Read: 
Mark above the method of proof of reading:

Date taken: ..... / .....200....
 Tutor Signature: .....

# Reading Report

**4**  
Credits

## 9. World Missions – Cross-cultural Considerations

Asn.#	Book Title	Writer	Publisher	fm p. to p.	Pgs	Und	Wri	Verb	Asn
9 -									

DISCONTINUED

Tutor Oral Test:  %      Total Pages Read:       Mark above the method of proof of reading:  X

Date taken: ..... / .....200....      Tutor Signature: .....

# Reading Report

**5**  
Credits

## 10. Creation Theology – Science & the Bible

Asn.#	Book Title	Writer	Publisher	fm p. to p.	Pgs	Und	Wri	Verb	Asn
10 -									

Tutor Oral Test:  %      Total Pages Read:       Mark above the method of proof of reading:  X

Date taken: ..... / .....200....      Tutor Signature: .....

# Reading Report

**5**

Credits

## 11. Pneumatology & Christology – His work

Asn.#	Book Title	Writer	Publisher	fm p. to p.	Pgs	Und	Wri	Verb	Asn
11 -									

Tutor Oral Test:  %

Total Pages Read:

Mark above the method of proof of reading:

Date taken: ..... / .....200....

Tutor Signature: .....

# Reading Report

**4**

Credits

## 12. Education – Teaching Skills

Asn.#	Book Title	Writer	Publisher	fm p. to p.	Pgs	Und	Wri	Verb	Asn
12 -									

Tutor Oral Test:  %

Total Pages Read:

Mark above the method of proof of reading:

Date taken: ..... / .....200....

Tutor Signature: .....

# Reading Report

**5**  
Credits

## 13. Biblical History – Manuscripts & Creeds

Asn.#	Book Title	Writer	Publisher	fm p. to p.	Pgs	Und	Wri	Verb	Asn
13 -									

Tutor Oral Test:  %

Total Pages Read:

Mark above the method of proof of reading:

Date taken: ..... / .....200....

Tutor Signature: .....

# Reading Report

**5**  
Credits

## 14. Jesus Christ – His Person

Asn.#	Book Title	Writer	Publisher	fm p. to p.	Pgs	Und	Wri	Verb	Asn
1-									

Tutor Oral Test:  %

Total Pages Read:

Mark above the method of proof of reading:

Date taken: ..... / .....200....

Tutor Signature: .....

# Reading Report

**5**

Credits

## 15. Leadership History – Early & modern church leaders

Asn.#	Book Title	Writer	Publisher	fm p. to p.	Pgs	Und	Wri	Verb	Asn
15 -									

Tutor Oral Test:  %

Total Pages Read:

Mark above the method of proof of reading:

Date taken: ..... / .....200....

Tutor Signature: .....

# Reading Report

**4**

Credits

## 16. Psychology – an Introduction

Asn.#	Book Title	Writer	Publisher	fm p. to p.	Pgs	Und	Wri	Verb	Asn
16 -									

Tutor Oral Test:  %

Total Pages Read:

Mark above the method of proof of reading:

Date taken: ..... / .....200....

Tutor Signature: .....



# Reading Report

**5**  
Credits

## 17. Pastoral Psychology

Asn.#	Book Title	Writer	Publisher	fm p. to p.	Pgs	Und	Wri	Verb	Asn
17 -									

Tutor Oral Test:  %

Total Pages Read:

Mark above the method of proof of reading:

Date taken: ..... / .....200....

Tutor Signature: .....

# Reading Report

**5**  
Credits

## 18. Counselling

Asn.#	Book Title	Writer	Publisher	fm p. to p.	Pgs	Und	Wri	Verb	Asn
18 -									

Tutor Oral Test:  %

Total Pages Read:

Mark above the method of proof of reading:

Date taken: ..... / .....200....

Tutor Signature: .....

# Reading Report

**4**  
Credits

## 19. Shepherding

Asn.#	Book Title	Writer	Publisher	fm p. to p.	Pgs	Und	Wri	Verb	Asn
19 -									

Tutor Oral Test:  %

Total Pages Read:

Mark above the method of proof of reading:

Date taken: ..... / ..... 200....

Tutor Signature: .....

# Reading Report

**5**  
Credits

## 20. Human Resources Management – A

Asn.#	Book Title	Writer	Publisher	fm p. to p.	Pgs	Und	Wri	Verb	Asn
20 -									

Tutor Oral Test:  %

Total Pages Read:

Mark above the method of proof of reading:

Date taken: ..... / ..... 200....

Tutor Signature: .....

# Reading Report

**5**  
Credits

## 21. Human Resources Management – B

Asn.#	Book Title	Writer	Publisher	fm p. to p.	Pgs	Und	Wri	Verb	Asn
21 -									

Tutor Oral Test:  %

Total Pages Read:

Mark above the method of proof of reading:

Date taken: ..... / .....200....

Tutor Signature: .....

# Reading Report

**6**  
Credits

## 22. Organisational Behaviour

Asn.#	Book Title	Writer	Publisher	fm p. to p.	Pgs	Und	Wri	Verb	Asn
22 -									

Tutor Oral Test:  %

Total Pages Read:

Mark above the method of proof of reading:

Date taken: ..... / .....200....

Tutor Signature: .....

# Reading Report

7  
 Credits

## 23. General Management – The Church

Asn.#	Book Title	Writer	Publisher	fm p. to p.	Pgs	Und	Wri	Verb	Asn
23 -									

Tutor Oral Test:  %
 Total Pages Read: 
Mark above the method of proof of reading:

Date taken: ..... / .....200....
 Tutor Signature: .....

# Reading Report

6  
 Credits

## 24. General Management – Vision

Asn.#	Book Title	Writer	Publisher	fm p. to p.	Pgs	Und	Wri	Verb	Asn
24 -									

Tutor Oral Test:  %
 Total Pages Read: 
Mark above the method of proof of reading:

Date taken: ..... / .....200....
 Tutor Signature: .....

# Reading Report

**7**  
Credits

## 25. Administrative Management

Asn.#	Book Title	Writer	Publisher	fm p. to p.	Pgs	Und	Wri	Verb	Asn
25 -									

Tutor Oral Test:  %

Total Pages Read:

Mark above the method of proof of reading:

Date taken: ..... / .....200....

Tutor Signature: .....

# Reading Report

**5**  
Credits

## 26. Business Management – A

Asn.#	Book Title	Writer	Publisher	fm p. to p.	Pgs	Und	Wri	Verb	Asn
26 -									

Tutor Oral Test:  %

Total Pages Read:

Mark above the method of proof of reading:

Date taken: ..... / .....200....

Tutor Signature: .....

# Reading Report

**5**  
Credits

## 27. Business Management – B

Asn.#	Book Title	Writer	Publisher	fm p. to p.	Pgs	Und	Wri	Verb	Asn
27 -									

Tutor Oral Test:  %

Total Pages Read:

Mark above the method of proof of reading:

Date taken: ..... / ..... 200....

Tutor Signature: .....

# Reading Report

**7**  
Credits

## 28. Basic Accounting

Asn.#	Book Title	Writer	Publisher	fm p. to p.	Pgs	Und	Wri	Verb	Asn
28 -									

Tutor Oral Test:  %

Total Pages Read:

Mark above the method of proof of reading:

Date taken: ..... / ..... 200....

Tutor Signature: .....

# Marking Schedule

Student Number

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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**5**

Credits

## 1. Old Testament – Survey

No.	Mark Criteria	Aspects for which marks are given	Marks								
1.	<b>Grasp of subject:</b>	True to question, insight, explanation, conclusion.	3	4	5	6	7	8	9		
2.	<b>Formulation:</b>	Conceptualisation, critical evaluation, reasoning, own opinion.	3	4	5	6	7	8	9		
3.	<b>Practicality:</b>	Applicational value, formulation, general acceptance.	3	4	5	6	7	8	9		
4.	<b>Ability to research:</b>	Finding facts, different views, selection, references.	3	4	5	6	7	8	9		
5.	<b>Accuracy of facts:</b>	Discerning accuracy, variety, quantity, interesting.	3	4	5	6	7	8	9		
6.	<b>Logic of presentation:</b>	Plan, clarity, explanation, progression, logic flow.	3	4	5	6	7	8	9		
7.	<b>Use of language:</b>	Grammar, spelling, usage, composition, syntax, style.	3	4	5	6	7	8	9		
8.	<b>Level of words:</b>	Advanced, technical, correct words, readability, grasp.	3	4	5	6	7	8	9		
9.	<b>Format of article:</b>	Introduction, aims, headings, conclusion, bibliography.	3	4	5	6	7	8	9		
10.	<b>Skill of layout:</b>	Font, type sizes, spacing, looks, proportion, overall.	3	4	5	6	7	8	9		

Assignment Total:  % Student name: .....

Date marked: ..... / .....200.... Marker's Signature: .....

Scoring: 3 to 9 can be interpreted as ... Terrible – Very bad – Bad – **Average** – Good – Very Good – Excellent

# Marking Schedule

Student Number

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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**5**

Credits

## 2. New Testament – Survey A

No.	Mark Criteria	Aspects for which marks are given	Marks								
1.	<b>Grasp of subject:</b>	True to question, insight, explanation, conclusion.	3	4	5	6	7	8	9		
2.	<b>Formulation:</b>	Conceptualisation, critical evaluation, reasoning, own opinion.	3	4	5	6	7	8	9		
3.	<b>Practicality:</b>	Applicational value, formulation, general acceptance.	3	4	5	6	7	8	9		
4.	<b>Ability to research:</b>	Finding facts, different views, selection, references.	3	4	5	6	7	8	9		
5.	<b>Accuracy of facts:</b>	Discerning accuracy, variety, quantity, interesting.	3	4	5	6	7	8	9		
6.	<b>Logic of presentation:</b>	Plan, clarity, explanation, progression, logic flow.	3	4	5	6	7	8	9		
7.	<b>Use of language:</b>	Grammar, spelling, usage, composition, syntax, style.	3	4	5	6	7	8	9		
8.	<b>Level of words:</b>	Advanced, technical, correct words, readability, grasp.	3	4	5	6	7	8	9		
9.	<b>Format of article:</b>	Introduction, aims, headings, conclusion, bibliography.	3	4	5	6	7	8	9		
10.	<b>Skill of layout:</b>	Font, type sizes, spacing, looks, proportion, overall.	3	4	5	6	7	8	9		

Assignment Total:  % Student name: .....

Date marked: ..... / .....200.... Marker's Signature: .....

Remember to fill in your Student Number and Name on every Marking Schedule and attach to the correct assignment.

# Marking Schedule

Student Number

**5**  
Credits

## 3. New Testament Survey – B

No.	Mark Criteria	Aspects for which marks are given	Marks									
1.	<b>Grasp of subject:</b> True to question, insight, explanation, conclusion.		3	4	5	6	7	8	9			
2.	<b>Formulation:</b> Conceptualisation, critical evaluation, reasoning, own opinion.		3	4	5	6	7	8	9			
3.	<b>Practicality:</b> Applicational value, formulation, general acceptance.		3	4	5	6	7	8	9			
4.	<b>Ability to research:</b> Finding facts, different views, selection, references.		3	4	5	6	7	8	9			
5.	<b>Accuracy of facts:</b> Discerning accuracy, variety, quantity, interesting.		3	4	5	6	7	8	9			
6.	<b>Logic of presentation:</b> Plan, clarity, explanation, progression, logic flow.		3	4	5	6	7	8	9			
7.	<b>Use of language:</b> Grammar, spelling, usage, composition, syntax, style.		3	4	5	6	7	8	9			
8.	<b>Level of words:</b> Advanced, technical, correct words, readability, grasp.		3	4	5	6	7	8	9			
9.	<b>Format of article:</b> Introduction, aims, headings, conclusion, bibliography.		3	4	5	6	7	8	9			
10.	<b>Skill of layout:</b> Font, type sizes, spacing, looks, proportion, overall.		3	4	5	6	7	8	9			

Assignment Total:  % Student name: .....

Date marked: ..... / .....200.... Marker's Signature: .....

Scoring: 3 to 9 can be interpreted as ... Terrible – Very bad – Bad – **Average** – Good – Very Good – Excellent

# Marking Schedule

Student Number

**5**  
Credits

## 4. Christian Ethics

No.	Mark Criteria	Aspects for which marks are given	Marks									
1.	<b>Grasp of subject:</b> True to question, insight, explanation, conclusion.		3	4	5	6	7	8	9			
2.	<b>Formulation:</b> Conceptualisation, critical evaluation, reasoning, own opinion.		3	4	5	6	7	8	9			
3.	<b>Practicality:</b> Applicational value, formulation, general acceptance.		3	4	5	6	7	8	9			
4.	<b>Ability to research:</b> Finding facts, different views, selection, references.		3	4	5	6	7	8	9			
5.	<b>Accuracy of facts:</b> Discerning accuracy, variety, quantity, interesting.		3	4	5	6	7	8	9			
6.	<b>Logic of presentation:</b> Plan, clarity, explanation, progression, logic flow.		3	4	5	6	7	8	9			
7.	<b>Use of language:</b> Grammar, spelling, usage, composition, syntax, style.		3	4	5	6	7	8	9			
8.	<b>Level of words:</b> Advanced, technical, correct words, readability, grasp.		3	4	5	6	7	8	9			
9.	<b>Format of article:</b> Introduction, aims, headings, conclusion, bibliography.		3	4	5	6	7	8	9			
10.	<b>Skill of layout:</b> Font, type sizes, spacing, looks, proportion, overall.		3	4	5	6	7	8	9			

Assignment Total:  % Student name: .....

Date marked: ..... / .....200.... Marker's Signature: .....

Remember to fill in your Student Number and Name on every Marking Schedule and attach to the correct assignment.



# Marking Schedule

Student Number

**5**  
Credits

## 5. Hermeneutics – Interpretation of Scripture

No.	Mark Criteria	Aspects for which marks are given	Marks									
1.	<b>Grasp of subject:</b> True to question, insight, explanation, conclusion.		3	4	5	6	7	8	9			
2.	<b>Formulation:</b> Conceptualisation, critical evaluation, reasoning, own opinion.		3	4	5	6	7	8	9			
3.	<b>Practicality:</b> Applicational value, formulation, general acceptance.		3	4	5	6	7	8	9			
4.	<b>Ability to research:</b> Finding facts, different views, selection, references.		3	4	5	6	7	8	9			
5.	<b>Accuracy of facts:</b> Discerning accuracy, variety, quantity, interesting.		3	4	5	6	7	8	9			
6.	<b>Logic of presentation:</b> Plan, clarity, explanation, progression, logic flow.		3	4	5	6	7	8	9			
7.	<b>Use of language:</b> Grammar, spelling, usage, composition, syntax, style.		3	4	5	6	7	8	9			
8.	<b>Level of words:</b> Advanced, technical, correct words, readability, grasp.		3	4	5	6	7	8	9			
9.	<b>Format of article:</b> Introduction, aims, headings, conclusion, bibliography.		3	4	5	6	7	8	9			
10.	<b>Skill of layout:</b> Font, type sizes, spacing, looks, proportion, overall.		3	4	5	6	7	8	9			

Assignment Total:  % Student name: .....

Date marked: ..... / .....200.... Marker's Signature: .....

Scoring: 3 to 9 can be interpreted as ... Terrible – Very bad – Bad – **Average** – Good – Very Good – Excellent

# Marking Schedule

Student Number

**5**  
Credits

## 6. Homiletics – Preaching the Word

No.	Mark Criteria	Aspects for which marks are given	Marks									
1.	<b>Grasp of subject:</b> True to question, insight, explanation, conclusion.		3	4	5	6	7	8	9			
2.	<b>Formulation:</b> Conceptualisation, critical evaluation, reasoning, own opinion.		3	4	5	6	7	8	9			
3.	<b>Practicality:</b> Applicational value, formulation, general acceptance.		3	4	5	6	7	8	9			
4.	<b>Ability to research:</b> Finding facts, different views, selection, references.		3	4	5	6	7	8	9			
5.	<b>Accuracy of facts:</b> Discerning accuracy, variety, quantity, interesting.		3	4	5	6	7	8	9			
6.	<b>Logic of presentation:</b> Plan, clarity, explanation, progression, logic flow.		3	4	5	6	7	8	9			
7.	<b>Use of language:</b> Grammar, spelling, usage, composition, syntax, style.		3	4	5	6	7	8	9			
8.	<b>Level of words:</b> Advanced, technical, correct words, readability, grasp.		3	4	5	6	7	8	9			
9.	<b>Format of article:</b> Introduction, aims, headings, conclusion, bibliography.		3	4	5	6	7	8	9			
10.	<b>Skill of layout:</b> Font, type sizes, spacing, looks, proportion, overall.		3	4	5	6	7	8	9			

Assignment Total:  % Student name: .....

Date marked: ..... / .....200.... Marker's Signature: .....

Remember to fill in your Student Number and Name on every Marking Schedule and attach to the correct assignment.

# Marking Schedule

Student Number

**4**  
Credits

## 7. World Missions – Biblical Foundation & Strategy

No.	Mark Criteria	Aspects for which marks are given	Marks									
1.	<b>Grasp of subject:</b> True to question, insight, explanation, conclusion.		3	4	5	6	7	8	9			
2.	<b>Formulation:</b> Conceptualisation, critical evaluation, reasoning, own opinion.		3	4	5	6	7	8	9			
3.	<b>Practicality:</b> Applicational value, formulation, general acceptance.		3	4	5	6	7	8	9			
4.	<b>Ability to research:</b> Finding facts, different views, selection, references.		3	4	5	6	7	8	9			
5.	<b>Accuracy of facts:</b> Discerning accuracy, variety, quantity, interesting.		3	4	5	6	7	8	9			
6.	<b>Logic of presentation:</b> Plan, clarity, explanation, progression, logic flow.		3	4	5	6	7	8	9			
7.	<b>Use of language:</b> Grammar, spelling, usage, composition, syntax, style.		3	4	5	6	7	8	9			
8.	<b>Level of words:</b> Advanced, technical, correct words, readability, grasp.		3	4	5	6	7	8	9			
9.	<b>Format of article:</b> Introduction, aims, headings, conclusion, bibliography.		3	4	5	6	7	8	9			
10.	<b>Skill of layout:</b> Font, type sizes, spacing, looks, proportion, overall.		3	4	5	6	7	8	9			

Assignment Total:  % Student name: .....

Date marked: ..... / .....200.... Marker's Signature: .....

Scoring: 3 to 9 can be interpreted as ... Terrible – Very bad – Bad – **Average** – Good – Very Good – Excellent

# Marking Schedule

Student Number

**4**  
Credits

## 8. World Missions – The Message of Christ

No.	Mark Criteria	Aspects for which marks are given	Marks									
1.	<b>Grasp of subject:</b> True to question, insight, explanation, conclusion.		3	4	5	6	7	8	9			
2.	<b>Formulation:</b> Conceptualisation, critical evaluation, reasoning, own opinion.		3	4	5	6	7	8	9			
3.	<b>Practicality:</b> Applicational value, formulation, general acceptance.		3	4	5	6	7	8	9			
4.	<b>Ability to research:</b> Finding facts, different views, selection, references.		3	4	5	6	7	8	9			
5.	<b>Accuracy of facts:</b> Discerning accuracy, variety, quantity, interesting.		3	4	5	6	7	8	9			
6.	<b>Logic of presentation:</b> Plan, clarity, explanation, progression, logic flow.		3	4	5	6	7	8	9			
7.	<b>Use of language:</b> Grammar, spelling, usage, composition, syntax, style.		3	4	5	6	7	8	9			
8.	<b>Level of words:</b> Advanced, technical, correct words, readability, grasp.		3	4	5	6	7	8	9			
9.	<b>Format of article:</b> Introduction, aims, headings, conclusion, bibliography.		3	4	5	6	7	8	9			
10.	<b>Skill of layout:</b> Font, type sizes, spacing, looks, proportion, overall.		3	4	5	6	7	8	9			

Assignment Total:  % Student name: .....

Date marked: ..... / .....200.... Marker's Signature: .....

Remember to fill in your Student Number and Name on every Marking Schedule and attach to the correct assignment.

# Marking Schedule

Student Number

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**4**  
Credits

## 9. World Missions – Cross-cultural Considerations

No.	Mark Criteria	Aspects for which marks are given	Marks									
1.	<b>Grasp of subject:</b> True to question, insight, explanation, conclusion.		3	4	5	6	7	8	9			
2.	<b>Formulation:</b> Conceptualisation, critical evaluation, reasoning, own opinion.		3	4	5	6	7	8	9			
3.	<b>Practicality:</b> Applicational value, formulation, general acceptance.		3	4	5	6	7	8	9			
4.	<b>Ability to research:</b> Finding facts, different views, selection, references.		3	4	5	6	7	8	9			
5.	<b>Accuracy of facts:</b> Discerning accuracy, variety, quantity, interesting.		3	4	5	6	7	8	9			
6.	<b>Logic of presentation:</b> Plan, clarity, explanation, progression, logic flow.		3	4	5	6	7	8	9			
7.	<b>Use of language:</b> Grammar, spelling, usage, composition, syntax, style.		3	4	5	6	7	8	9			
8.	<b>Level of words:</b> Advanced, technical, correct words, readability, grasp.		3	4	5	6	7	8	9			
9.	<b>Format of article:</b> Introduction, aims, headings, conclusion, bibliography.		3	4	5	6	7	8	9			
10.	<b>Skill of layout:</b> Font, type sizes, spacing, looks, proportion, overall.		3	4	5	6	7	8	9			

Assignment Total:  % Student name: .....

Date marked: ..... / .....200.... Marker's Signature: .....

Scoring: 3 to 9 can be interpreted as ... Terrible – Very bad – Bad – **Average** – Good – Very Good – Excellent

# Marking Schedule

Student Number

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**5**  
Credits

## 10. Creation Theology – Science & the Bible

No.	Mark Criteria	Aspects for which marks are given	Marks									
1.	<b>Grasp of subject:</b> True to question, insight, explanation, conclusion.		3	4	5	6	7	8	9			
2.	<b>Formulation:</b> Conceptualisation, critical evaluation, reasoning, own opinion.		3	4	5	6	7	8	9			
3.	<b>Practicality:</b> Applicational value, formulation, general acceptance.		3	4	5	6	7	8	9			
4.	<b>Ability to research:</b> Finding facts, different views, selection, references.		3	4	5	6	7	8	9			
5.	<b>Accuracy of facts:</b> Discerning accuracy, variety, quantity, interesting.		3	4	5	6	7	8	9			
6.	<b>Logic of presentation:</b> Plan, clarity, explanation, progression, logic flow.		3	4	5	6	7	8	9			
7.	<b>Use of language:</b> Grammar, spelling, usage, composition, syntax, style.		3	4	5	6	7	8	9			
8.	<b>Level of words:</b> Advanced, technical, correct words, readability, grasp.		3	4	5	6	7	8	9			
9.	<b>Format of article:</b> Introduction, aims, headings, conclusion, bibliography.		3	4	5	6	7	8	9			
10.	<b>Skill of layout:</b> Font, type sizes, spacing, looks, proportion, overall.		3	4	5	6	7	8	9			

Assignment Total:  % Student name: .....

Date marked: ..... / .....200.... Marker's Signature: .....

Remember to fill in your Student Number and Name on every Marking Schedule and attach to the correct assignment.

# Marking Schedule

Student Number

**5**  
Credits

## 11. Pneumatology & Christology – His work

No.	Mark Criteria	Aspects for which marks are given	Marks								
1.	<b>Grasp of subject:</b> True to question, insight, explanation, conclusion.		3	4	5	6	7	8	9		
2.	<b>Formulation:</b> Conceptualisation, critical evaluation, reasoning, own opinion.		3	4	5	6	7	8	9		
3.	<b>Practicality:</b> Applicational value, formulation, general acceptance.		3	4	5	6	7	8	9		
4.	<b>Ability to research:</b> Finding facts, different views, selection, references.		3	4	5	6	7	8	9		
5.	<b>Accuracy of facts:</b> Discerning accuracy, variety, quantity, interesting.		3	4	5	6	7	8	9		
6.	<b>Logic of presentation:</b> Plan, clarity, explanation, progression, logic flow.		3	4	5	6	7	8	9		
7.	<b>Use of language:</b> Grammar, spelling, usage, composition, syntax, style.		3	4	5	6	7	8	9		
8.	<b>Level of words:</b> Advanced, technical, correct words, readability, grasp.		3	4	5	6	7	8	9		
9.	<b>Format of article:</b> Introduction, aims, headings, conclusion, bibliography.		3	4	5	6	7	8	9		
10.	<b>Skill of layout:</b> Font, type sizes, spacing, looks, proportion, overall.		3	4	5	6	7	8	9		

Assignment Total:  % Student name: .....

Date marked: ..... / .....200.... Marker's Signature: .....

Scoring: 3 to 9 can be interpreted as ... Terrible – Very bad – Bad – **Average** – Good – Very Good – Excellent

# Marking Schedule

Student Number

**4**  
Credits

## 12. Education – Teaching Skills

No.	Mark Criteria	Aspects for which marks are given	Marks								
1.	<b>Grasp of subject:</b> True to question, insight, explanation, conclusion.		3	4	5	6	7	8	9		
2.	<b>Formulation:</b> Conceptualisation, critical evaluation, reasoning, own opinion.		3	4	5	6	7	8	9		
3.	<b>Practicality:</b> Applicational value, formulation, general acceptance.		3	4	5	6	7	8	9		
4.	<b>Ability to research:</b> Finding facts, different views, selection, references.		3	4	5	6	7	8	9		
5.	<b>Accuracy of facts:</b> Discerning accuracy, variety, quantity, interesting.		3	4	5	6	7	8	9		
6.	<b>Logic of presentation:</b> Plan, clarity, explanation, progression, logic flow.		3	4	5	6	7	8	9		
7.	<b>Use of language:</b> Grammar, spelling, usage, composition, syntax, style.		3	4	5	6	7	8	9		
8.	<b>Level of words:</b> Advanced, technical, correct words, readability, grasp.		3	4	5	6	7	8	9		
9.	<b>Format of article:</b> Introduction, aims, headings, conclusion, bibliography.		3	4	5	6	7	8	9		
10.	<b>Skill of layout:</b> Font, type sizes, spacing, looks, proportion, overall.		3	4	5	6	7	8	9		

Assignment Total:  % Student name: .....

Date marked: ..... / .....200.... Marker's Signature: .....

Remember to fill in your Student Number and Name on every Marking Schedule and attach to the correct assignment.

# Marking Schedule

Student Number

**5**  
Credits

## 13. Biblical History – Manuscripts & Creeds

No.	Mark Criteria	Aspects for which marks are given	Marks									
1.	<b>Grasp of subject:</b> True to question, insight, explanation, conclusion.		3	4	5	6	7	8	9			
2.	<b>Formulation:</b> Conceptualisation, critical evaluation, reasoning, own opinion.		3	4	5	6	7	8	9			
3.	<b>Practicality:</b> Applicational value, formulation, general acceptance.		3	4	5	6	7	8	9			
4.	<b>Ability to research:</b> Finding facts, different views, selection, references.		3	4	5	6	7	8	9			
5.	<b>Accuracy of facts:</b> Discerning accuracy, variety, quantity, interesting.		3	4	5	6	7	8	9			
6.	<b>Logic of presentation:</b> Plan, clarity, explanation, progression, logic flow.		3	4	5	6	7	8	9			
7.	<b>Use of language:</b> Grammar, spelling, usage, composition, syntax, style.		3	4	5	6	7	8	9			
8.	<b>Level of words:</b> Advanced, technical, correct words, readability, grasp.		3	4	5	6	7	8	9			
9.	<b>Format of article:</b> Introduction, aims, headings, conclusion, bibliography.		3	4	5	6	7	8	9			
10.	<b>Skill of layout:</b> Font, type sizes, spacing, looks, proportion, overall.		3	4	5	6	7	8	9			

Assignment Total:  % Student name: .....

Date marked: ..... / .....200.... Marker's Signature: .....

Scoring: 3 to 9 can be interpreted as ... Terrible – Very bad – Bad – **Average** – Good – Very Good – Excellent

# Marking Schedule

Student Number

**5**  
Credits

## 14. Jesus Christ – His Person

No.	Mark Criteria	Aspects for which marks are given	Marks									
1.	<b>Grasp of subject:</b> True to question, insight, explanation, conclusion.		3	4	5	6	7	8	9			
2.	<b>Formulation:</b> Conceptualisation, critical evaluation, reasoning, own opinion.		3	4	5	6	7	8	9			
3.	<b>Practicality:</b> Applicational value, formulation, general acceptance.		3	4	5	6	7	8	9			
4.	<b>Ability to research:</b> Finding facts, different views, selection, references.		3	4	5	6	7	8	9			
5.	<b>Accuracy of facts:</b> Discerning accuracy, variety, quantity, interesting.		3	4	5	6	7	8	9			
6.	<b>Logic of presentation:</b> Plan, clarity, explanation, progression, logic flow.		3	4	5	6	7	8	9			
7.	<b>Use of language:</b> Grammar, spelling, usage, composition, syntax, style.		3	4	5	6	7	8	9			
8.	<b>Level of words:</b> Advanced, technical, correct words, readability, grasp.		3	4	5	6	7	8	9			
9.	<b>Format of article:</b> Introduction, aims, headings, conclusion, bibliography.		3	4	5	6	7	8	9			
10.	<b>Skill of layout:</b> Font, type sizes, spacing, looks, proportion, overall.		3	4	5	6	7	8	9			

Assignment Total:  % Student name: .....

Date marked: ..... / .....200.... Marker's Signature: .....

Remember to fill in your Student Number and Name on every Marking Schedule and attach to the correct assignment.

# Marking Schedule

Student Number

**5**  
Credits

## 15. Leadership History – Early & modern church leaders

No.	Mark Criteria	Aspects for which marks are given	Marks									
1.	<b>Grasp of subject:</b> True to question, insight, explanation, conclusion.		3	4	5	6	7	8	9			
2.	<b>Formulation:</b> Conceptualisation, critical evaluation, reasoning, own opinion.		3	4	5	6	7	8	9			
3.	<b>Practicality:</b> Applicational value, formulation, general acceptance.		3	4	5	6	7	8	9			
4.	<b>Ability to research:</b> Finding facts, different views, selection, references.		3	4	5	6	7	8	9			
5.	<b>Accuracy of facts:</b> Discerning accuracy, variety, quantity, interesting.		3	4	5	6	7	8	9			
6.	<b>Logic of presentation:</b> Plan, clarity, explanation, progression, logic flow.		3	4	5	6	7	8	9			
7.	<b>Use of language:</b> Grammar, spelling, usage, composition, syntax, style.		3	4	5	6	7	8	9			
8.	<b>Level of words:</b> Advanced, technical, correct words, readability, grasp.		3	4	5	6	7	8	9			
9.	<b>Format of article:</b> Introduction, aims, headings, conclusion, bibliography.		3	4	5	6	7	8	9			
10.	<b>Skill of layout:</b> Font, type sizes, spacing, looks, proportion, overall.		3	4	5	6	7	8	9			

Assignment Total:  % Student name: .....

Date marked: ..... / .....200.... Marker's Signature: .....

Scoring: 3 to 9 can be interpreted as ... Terrible – Very bad – Bad – **Average** – Good – Very Good – Excellent

# Marking Schedule

Student Number

**4**  
Credits

## 16. Psychology – an Introduction

No.	Mark Criteria	Aspects for which marks are given	Marks									
1.	<b>Grasp of subject:</b> True to question, insight, explanation, conclusion.		3	4	5	6	7	8	9			
2.	<b>Formulation:</b> Conceptualisation, critical evaluation, reasoning, own opinion.		3	4	5	6	7	8	9			
3.	<b>Practicality:</b> Applicational value, formulation, general acceptance.		3	4	5	6	7	8	9			
4.	<b>Ability to research:</b> Finding facts, different views, selection, references.		3	4	5	6	7	8	9			
5.	<b>Accuracy of facts:</b> Discerning accuracy, variety, quantity, interesting.		3	4	5	6	7	8	9			
6.	<b>Logic of presentation:</b> Plan, clarity, explanation, progression, logic flow.		3	4	5	6	7	8	9			
7.	<b>Use of language:</b> Grammar, spelling, usage, composition, syntax, style.		3	4	5	6	7	8	9			
8.	<b>Level of words:</b> Advanced, technical, correct words, readability, grasp.		3	4	5	6	7	8	9			
9.	<b>Format of article:</b> Introduction, aims, headings, conclusion, bibliography.		3	4	5	6	7	8	9			
10.	<b>Skill of layout:</b> Font, type sizes, spacing, looks, proportion, overall.		3	4	5	6	7	8	9			

Assignment Total:  % Student name: .....

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# Marking Schedule

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**5**

Credits

## 17. Pastoral Psychology

No.	Mark Criteria	Aspects for which marks are given	Marks									
1.	<b>Grasp of subject:</b> True to question, insight, explanation, conclusion.		3	4	5	6	7	8	9			
2.	<b>Formulation:</b> Conceptualisation, critical evaluation, reasoning, own opinion.		3	4	5	6	7	8	9			
3.	<b>Practicality:</b> Applicational value, formulation, general acceptance.		3	4	5	6	7	8	9			
4.	<b>Ability to research:</b> Finding facts, different views, selection, references.		3	4	5	6	7	8	9			
5.	<b>Accuracy of facts:</b> Discerning accuracy, variety, quantity, interesting.		3	4	5	6	7	8	9			
6.	<b>Logic of presentation:</b> Plan, clarity, explanation, progression, logic flow.		3	4	5	6	7	8	9			
7.	<b>Use of language:</b> Grammar, spelling, usage, composition, syntax, style.		3	4	5	6	7	8	9			
8.	<b>Level of words:</b> Advanced, technical, correct words, readability, grasp.		3	4	5	6	7	8	9			
9.	<b>Format of article:</b> Introduction, aims, headings, conclusion, bibliography.		3	4	5	6	7	8	9			
10.	<b>Skill of layout:</b> Font, type sizes, spacing, looks, proportion, overall.		3	4	5	6	7	8	9			

Assignment Total:  % Student name: .....

Date marked: ..... / .....200.... Marker's Signature: .....

Scoring: 3 to 9 can be interpreted as ... Terrible – Very bad – Bad – **Average** – Good – Very Good – Excellent

# Marking Schedule

Student Number

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**5**

Credits

## 18. Counselling

No.	Mark Criteria	Aspects for which marks are given	Marks									
1.	<b>Grasp of subject:</b> True to question, insight, explanation, conclusion.		3	4	5	6	7	8	9			
2.	<b>Formulation:</b> Conceptualisation, critical evaluation, reasoning, own opinion.		3	4	5	6	7	8	9			
3.	<b>Practicality:</b> Applicational value, formulation, general acceptance.		3	4	5	6	7	8	9			
4.	<b>Ability to research:</b> Finding facts, different views, selection, references.		3	4	5	6	7	8	9			
5.	<b>Accuracy of facts:</b> Discerning accuracy, variety, quantity, interesting.		3	4	5	6	7	8	9			
6.	<b>Logic of presentation:</b> Plan, clarity, explanation, progression, logic flow.		3	4	5	6	7	8	9			
7.	<b>Use of language:</b> Grammar, spelling, usage, composition, syntax, style.		3	4	5	6	7	8	9			
8.	<b>Level of words:</b> Advanced, technical, correct words, readability, grasp.		3	4	5	6	7	8	9			
9.	<b>Format of article:</b> Introduction, aims, headings, conclusion, bibliography.		3	4	5	6	7	8	9			
10.	<b>Skill of layout:</b> Font, type sizes, spacing, looks, proportion, overall.		3	4	5	6	7	8	9			

Assignment Total:  % Student name: .....

Date marked: ..... / .....200.... Marker's Signature: .....

Remember to fill in your Student Number and Name on every Marking Schedule and attach to the correct assignment.

# Marking Schedule

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**4**

Credits

## 19. Shepherding

No.	Mark Criteria	Aspects for which marks are given	Marks									
1.	<b>Grasp of subject:</b> True to question, insight, explanation, conclusion.		3	4	5	6	7	8	9			
2.	<b>Formulation:</b> Conceptualisation, critical evaluation, reasoning, own opinion.		3	4	5	6	7	8	9			
3.	<b>Practicality:</b> Applicational value, formulation, general acceptance.		3	4	5	6	7	8	9			
4.	<b>Ability to research:</b> Finding facts, different views, selection, references.		3	4	5	6	7	8	9			
5.	<b>Accuracy of facts:</b> Discerning accuracy, variety, quantity, interesting.		3	4	5	6	7	8	9			
6.	<b>Logic of presentation:</b> Plan, clarity, explanation, progression, logic flow.		3	4	5	6	7	8	9			
7.	<b>Use of language:</b> Grammar, spelling, usage, composition, syntax, style.		3	4	5	6	7	8	9			
8.	<b>Level of words:</b> Advanced, technical, correct words, readability, grasp.		3	4	5	6	7	8	9			
9.	<b>Format of article:</b> Introduction, aims, headings, conclusion, bibliography.		3	4	5	6	7	8	9			
10.	<b>Skill of layout:</b> Font, type sizes, spacing, looks, proportion, overall.		3	4	5	6	7	8	9			

Assignment Total:  % Student name: .....

Date marked: ..... / .....200.... Marker's Signature: .....

Scoring: 3 to 9 can be interpreted as ... Terrible – Very bad – Bad – **Average** – Good – Very Good – Excellent

# Marking Schedule

Student Number

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**5**

Credits

## 20. Human Resources Management – A

No.	Mark Criteria	Aspects for which marks are given	Marks									
1.	<b>Grasp of subject:</b> True to question, insight, explanation, conclusion.		3	4	5	6	7	8	9			
2.	<b>Formulation:</b> Conceptualisation, critical evaluation, reasoning, own opinion.		3	4	5	6	7	8	9			
3.	<b>Practicality:</b> Applicational value, formulation, general acceptance.		3	4	5	6	7	8	9			
4.	<b>Ability to research:</b> Finding facts, different views, selection, references.		3	4	5	6	7	8	9			
5.	<b>Accuracy of facts:</b> Discerning accuracy, variety, quantity, interesting.		3	4	5	6	7	8	9			
6.	<b>Logic of presentation:</b> Plan, clarity, explanation, progression, logic flow.		3	4	5	6	7	8	9			
7.	<b>Use of language:</b> Grammar, spelling, usage, composition, syntax, style.		3	4	5	6	7	8	9			
8.	<b>Level of words:</b> Advanced, technical, correct words, readability, grasp.		3	4	5	6	7	8	9			
9.	<b>Format of article:</b> Introduction, aims, headings, conclusion, bibliography.		3	4	5	6	7	8	9			
10.	<b>Skill of layout:</b> Font, type sizes, spacing, looks, proportion, overall.		3	4	5	6	7	8	9			

Assignment Total:  % Student name: .....

Date marked: ..... / .....200.... Marker's Signature: .....

Remember to fill in your Student Number and Name on every Marking Schedule and attach to the correct assignment.



# Marking Schedule

Student Number

**5**  
Credits

## 21. Human Resources Management – B

No.	Mark Criteria	Aspects for which marks are given	Marks									
1.	<b>Grasp of subject:</b> True to question, insight, explanation, conclusion.		3	4	5	6	7	8	9			
2.	<b>Formulation:</b> Conceptualisation, critical evaluation, reasoning, own opinion.		3	4	5	6	7	8	9			
3.	<b>Practicality:</b> Applicational value, formulation, general acceptance.		3	4	5	6	7	8	9			
4.	<b>Ability to research:</b> Finding facts, different views, selection, references.		3	4	5	6	7	8	9			
5.	<b>Accuracy of facts:</b> Discerning accuracy, variety, quantity, interesting.		3	4	5	6	7	8	9			
6.	<b>Logic of presentation:</b> Plan, clarity, explanation, progression, logic flow.		3	4	5	6	7	8	9			
7.	<b>Use of language:</b> Grammar, spelling, usage, composition, syntax, style.		3	4	5	6	7	8	9			
8.	<b>Level of words:</b> Advanced, technical, correct words, readability, grasp.		3	4	5	6	7	8	9			
9.	<b>Format of article:</b> Introduction, aims, headings, conclusion, bibliography.		3	4	5	6	7	8	9			
10.	<b>Skill of layout:</b> Font, type sizes, spacing, looks, proportion, overall.		3	4	5	6	7	8	9			

Assignment Total:  % Student name: .....

Date marked: ..... / .....200.... Marker's Signature: .....

Scoring: 3 to 9 can be interpreted as ... Terrible – Very bad – Bad – **Average** – Good – Very Good – Excellent

# Marking Schedule

Student Number

**6**  
Credits

## 22. Organisational Behaviour

No.	Mark Criteria	Aspects for which marks are given	Marks									
1.	<b>Grasp of subject:</b> True to question, insight, explanation, conclusion.		3	4	5	6	7	8	9			
2.	<b>Formulation:</b> Conceptualisation, critical evaluation, reasoning, own opinion.		3	4	5	6	7	8	9			
3.	<b>Practicality:</b> Applicational value, formulation, general acceptance.		3	4	5	6	7	8	9			
4.	<b>Ability to research:</b> Finding facts, different views, selection, references.		3	4	5	6	7	8	9			
5.	<b>Accuracy of facts:</b> Discerning accuracy, variety, quantity, interesting.		3	4	5	6	7	8	9			
6.	<b>Logic of presentation:</b> Plan, clarity, explanation, progression, logic flow.		3	4	5	6	7	8	9			
7.	<b>Use of language:</b> Grammar, spelling, usage, composition, syntax, style.		3	4	5	6	7	8	9			
8.	<b>Level of words:</b> Advanced, technical, correct words, readability, grasp.		3	4	5	6	7	8	9			
9.	<b>Format of article:</b> Introduction, aims, headings, conclusion, bibliography.		3	4	5	6	7	8	9			
10.	<b>Skill of layout:</b> Font, type sizes, spacing, looks, proportion, overall.		3	4	5	6	7	8	9			

Assignment Total:  % Student name: .....

Date marked: ..... / .....200.... Marker's Signature: .....

Remember to fill in your Student Number and Name on every Marking Schedule and attach to the correct assignment.

# Marking Schedule

Student Number

**7**  
Credits

## 23. General Management – The Church

No.	Mark Criteria	Aspects for which marks are given	Marks									
1.	<b>Grasp of subject:</b> True to question, insight, explanation, conclusion.		3	4	5	6	7	8	9			
2.	<b>Formulation:</b> Conceptualisation, critical evaluation, reasoning, own opinion.		3	4	5	6	7	8	9			
3.	<b>Practicality:</b> Applicational value, formulation, general acceptance.		3	4	5	6	7	8	9			
4.	<b>Ability to research:</b> Finding facts, different views, selection, references.		3	4	5	6	7	8	9			
5.	<b>Accuracy of facts:</b> Discerning accuracy, variety, quantity, interesting.		3	4	5	6	7	8	9			
6.	<b>Logic of presentation:</b> Plan, clarity, explanation, progression, logic flow.		3	4	5	6	7	8	9			
7.	<b>Use of language:</b> Grammar, spelling, usage, composition, syntax, style.		3	4	5	6	7	8	9			
8.	<b>Level of words:</b> Advanced, technical, correct words, readability, grasp.		3	4	5	6	7	8	9			
9.	<b>Format of article:</b> Introduction, aims, headings, conclusion, bibliography.		3	4	5	6	7	8	9			
10.	<b>Skill of layout:</b> Font, type sizes, spacing, looks, proportion, overall.		3	4	5	6	7	8	9			

Assignment Total:  % Student name: .....

Date marked: ..... / .....200.... Marker's Signature: .....

Scoring: 3 to 9 can be interpreted as ... Terrible – Very bad – Bad – **Average** – Good – Very Good – Excellent

# Marking Schedule

Student Number

**6**  
Credits

## 24. General Management – Vision

No.	Mark Criteria	Aspects for which marks are given	Marks									
1.	<b>Grasp of subject:</b> True to question, insight, explanation, conclusion.		3	4	5	6	7	8	9			
2.	<b>Formulation:</b> Conceptualisation, critical evaluation, reasoning, own opinion.		3	4	5	6	7	8	9			
3.	<b>Practicality:</b> Applicational value, formulation, general acceptance.		3	4	5	6	7	8	9			
4.	<b>Ability to research:</b> Finding facts, different views, selection, references.		3	4	5	6	7	8	9			
5.	<b>Accuracy of facts:</b> Discerning accuracy, variety, quantity, interesting.		3	4	5	6	7	8	9			
6.	<b>Logic of presentation:</b> Plan, clarity, explanation, progression, logic flow.		3	4	5	6	7	8	9			
7.	<b>Use of language:</b> Grammar, spelling, usage, composition, syntax, style.		3	4	5	6	7	8	9			
8.	<b>Level of words:</b> Advanced, technical, correct words, readability, grasp.		3	4	5	6	7	8	9			
9.	<b>Format of article:</b> Introduction, aims, headings, conclusion, bibliography.		3	4	5	6	7	8	9			
10.	<b>Skill of layout:</b> Font, type sizes, spacing, looks, proportion, overall.		3	4	5	6	7	8	9			

Assignment Total:  % Student name: .....

Date marked: ..... / .....200.... Marker's Signature: .....

Remember to fill in your Student Number and Name on every Marking Schedule and attach to the correct assignment.

# Marking Schedule

Student Number

**7**  
Credits

## 25. Administrative Management

No.	Mark Criteria	Aspects for which marks are given	Marks									
1.	<b>Grasp of subject:</b> True to question, insight, explanation, conclusion.		3	4	5	6	7	8	9			
2.	<b>Formulation:</b> Conceptualisation, critical evaluation, reasoning, own opinion.		3	4	5	6	7	8	9			
3.	<b>Practicality:</b> Applicational value, formulation, general acceptance.		3	4	5	6	7	8	9			
4.	<b>Ability to research:</b> Finding facts, different views, selection, references.		3	4	5	6	7	8	9			
5.	<b>Accuracy of facts:</b> Discerning accuracy, variety, quantity, interesting.		3	4	5	6	7	8	9			
6.	<b>Logic of presentation:</b> Plan, clarity, explanation, progression, logic flow.		3	4	5	6	7	8	9			
7.	<b>Use of language:</b> Grammar, spelling, usage, composition, syntax, style.		3	4	5	6	7	8	9			
8.	<b>Level of words:</b> Advanced, technical, correct words, readability, grasp.		3	4	5	6	7	8	9			
9.	<b>Format of article:</b> Introduction, aims, headings, conclusion, bibliography.		3	4	5	6	7	8	9			
10.	<b>Skill of layout:</b> Font, type sizes, spacing, looks, proportion, overall.		3	4	5	6	7	8	9			

Assignment Total:  % Student name: .....

Date marked: ..... / .....200.... Marker's Signature: .....

Scoring: 3 to 9 can be interpreted as ... Terrible – Very bad – Bad – **Average** – Good – Very Good – Excellent

# Marking Schedule

Student Number

**5**  
Credits

## 26. Business Management – A

No.	Mark Criteria	Aspects for which marks are given	Marks									
1.	<b>Grasp of subject:</b> True to question, insight, explanation, conclusion.		3	4	5	6	7	8	9			
2.	<b>Formulation:</b> Conceptualisation, critical evaluation, reasoning, own opinion.		3	4	5	6	7	8	9			
3.	<b>Practicality:</b> Applicational value, formulation, general acceptance.		3	4	5	6	7	8	9			
4.	<b>Ability to research:</b> Finding facts, different views, selection, references.		3	4	5	6	7	8	9			
5.	<b>Accuracy of facts:</b> Discerning accuracy, variety, quantity, interesting.		3	4	5	6	7	8	9			
6.	<b>Logic of presentation:</b> Plan, clarity, explanation, progression, logic flow.		3	4	5	6	7	8	9			
7.	<b>Use of language:</b> Grammar, spelling, usage, composition, syntax, style.		3	4	5	6	7	8	9			
8.	<b>Level of words:</b> Advanced, technical, correct words, readability, grasp.		3	4	5	6	7	8	9			
9.	<b>Format of article:</b> Introduction, aims, headings, conclusion, bibliography.		3	4	5	6	7	8	9			
10.	<b>Skill of layout:</b> Font, type sizes, spacing, looks, proportion, overall.		3	4	5	6	7	8	9			

Assignment Total:  % Student name: .....

Date marked: ..... / .....200.... Marker's Signature: .....

Remember to fill in your Student Number and Name on every Marking Schedule and attach to the correct assignment.

# Marking Schedule

Student Number

**5**  
Credits

## 27. Business Management – B

No.	Mark Criteria	Aspects for which marks are given	Marks									
1.	<b>Grasp of subject:</b> True to question, insight, explanation, conclusion.		3	4	5	6	7	8	9			
2.	<b>Formulation:</b> Conceptualisation, critical evaluation, reasoning, own opinion.		3	4	5	6	7	8	9			
3.	<b>Practicality:</b> Applicational value, formulation, general acceptance.		3	4	5	6	7	8	9			
4.	<b>Ability to research:</b> Finding facts, different views, selection, references.		3	4	5	6	7	8	9			
5.	<b>Accuracy of facts:</b> Discerning accuracy, variety, quantity, interesting.		3	4	5	6	7	8	9			
6.	<b>Logic of presentation:</b> Plan, clarity, explanation, progression, logic flow.		3	4	5	6	7	8	9			
7.	<b>Use of language:</b> Grammar, spelling, usage, composition, syntax, style.		3	4	5	6	7	8	9			
8.	<b>Level of words:</b> Advanced, technical, correct words, readability, grasp.		3	4	5	6	7	8	9			
9.	<b>Format of article:</b> Introduction, aims, headings, conclusion, bibliography.		3	4	5	6	7	8	9			
10.	<b>Skill of layout:</b> Font, type sizes, spacing, looks, proportion, overall.		3	4	5	6	7	8	9			

Assignment Total:  % Student name: .....

Date marked: ..... / .....200.... Marker's Signature: .....

Scoring: 3 to 9 can be interpreted as ... Terrible – Very bad – Bad – **Average** – Good – Very Good – Excellent

# Marking Schedule

Student Number

**7**  
Credits

## 28. Basic Accounting

No.	Mark Criteria	Aspects for which marks are given	Marks									
1.	<b>Q 1-3:</b> Presenting facts: Accuracy, technical, correct words, facts.		3	4	5	6	7	8	9			
2.	<b>Q 4:</b> Facts & insight, concepts, proportion, introduction, headings.		3	4	5	6	7	8	9			
3.	<b>Q 5:</b> Trial Balance, general understanding of accounting process.		3	4	5	6	7	8	9			
4.	<b>Q 5:</b> Income Statement, Balance sheet, practicality, acceptance.		3	4	5	6	7	8	9			
5.	<b>Q 6:</b> Prime entry, General Ledger: type sizes, spacing, overall looks.		3	4	5	6	7	8	9			
6.	<b>Q 6:</b> Trial Balance, critical evaluation, reasoning, selection.		3	4	5	6	7	8	9			
7.	<b>Q 7:</b> Auditing Section, content, formulation, progression, conclusion.		3	4	5	6	7	8	9			
8.	<b>Q 8:</b> Income Tax Section: explanation, depth of research, composition.		3	4	5	6	7	8	9			
9.	<b>Q 9:</b> Computer Accounting Sys.: Ability to research, article format.		3	4	5	6	7	8	9			
10.	<b>Q 9:</b> Computer Acc. Sys.: Flow of logic, insight, language, content.		3	4	5	6	7	8	9			

Assignment Total:  % Student name: .....

Date marked: ..... / .....200.... Marker's Signature: .....

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# Marking Schedule

Student Number

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**5**  
Credits

No.	Mark Criteria	Aspects for which marks are given	Marks									
1.	<b>Grasp of subject:</b> True to question, insight, explanation, conclusion.		3	4	5	6	7	8	9			
2.	<b>Formulation:</b> Conceptualisation, critical evaluation, reasoning, own opinion.		3	4	5	6	7	8	9			
3.	<b>Practicality:</b> Applicational value, formulation, general acceptance.		3	4	5	6	7	8	9			
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5.	<b>Accuracy of facts:</b> Discerning accuracy, variety, quantity, interesting.		3	4	5	6	7	8	9			
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9.	<b>Format of article:</b> Introduction, aims, headings, conclusion, bibliography.		3	4	5	6	7	8	9			
10.	<b>Skill of layout:</b> Font, type sizes, spacing, looks, proportion, overall.		3	4	5	6	7	8	9			

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Scoring: 3 to 9 can be interpreted as ... Terrible – Very bad – Bad – **Average** – Good – Very Good – Excellent

# Marking Schedule

Student Number

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**5**  
Credits

No.	Mark Criteria	Aspects for which marks are given	Marks									
1.	<b>Grasp of subject:</b> True to question, insight, explanation, conclusion.		3	4	5	6	7	8	9			
2.	<b>Formulation:</b> Conceptualisation, critical evaluation, reasoning, own opinion.		3	4	5	6	7	8	9			
3.	<b>Practicality:</b> Applicational value, formulation, general acceptance.		3	4	5	6	7	8	9			
4.	<b>Ability to research:</b> Finding facts, different views, selection, references.		3	4	5	6	7	8	9			
5.	<b>Accuracy of facts:</b> Discerning accuracy, variety, quantity, interesting.		3	4	5	6	7	8	9			
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9.	<b>Format of article:</b> Introduction, aims, headings, conclusion, bibliography.		3	4	5	6	7	8	9			
10.	<b>Skill of layout:</b> Font, type sizes, spacing, looks, proportion, overall.		3	4	5	6	7	8	9			

Assignment Total:  % Student name: .....

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