



Award in Office Management & Administration MQF Level 5 (4 ECTS)

Notes on Quiz assessment methodology








The methods of assessment in the Award in Office Management & Administration are a Quiz during the 5th lecture and an assignment (Case Study Project) where students are to choose 1 out of the 3 questions which will be made available closer to the end of the course.


The weighting on the final mark is as follows:


Quiz	20%
Assignment	80%


The quiz will be made up of 20 multiple choice questions, each question carries 5 points. Questions will be on the topics delivered during the first six lectures of the course. Each question will be accompanied by three answers from which to choose one, unless indicated otherwise.

Since the quiz will be carried out online the following procedure will be followed:

-  A few minutes before the start of the Quiz each student will receive an email with a link.
-  This link will take you to a Google form.
-  The Google form will include all the questions but not the answers to choose from, these answers will only be made available by the lecturer through the slides. This way the students will be answering to the same question together.
-  The lecturer will go through each question, read out and present the possible answers to choose from and the student indicates the right answer in the Google form.
-  It is very important that students make sure that they are answering the right question.
-  Once all questions have been read out, the lecturer will once again go through all of them so that students can revise their answers.
-  Following that students will be asked to submit their answers by clicking on the submit button.

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- Once form is submitted, the student can view the total score as well as review which answers were answered correctly or not.

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