



NQF BTEC Level 3 National in Construction and the Built Environment

Unit 3: Tendering and Estimating

Mark Scheme

June 2019

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Unit 3: Tendering and Estimating - Sample marking grid

General marking guidance

- All learners must receive the same treatment. Examiners must mark the first learner in exactly the same way as they mark the last.
- Marking grids should be applied positively. Learners must be rewarded for what they have shown they can do rather than be penalised for omissions.
- Examiners should mark according to the marking grid, not according to their perception of where the grade boundaries may lie.
- All marks on the marking grid should be used appropriately.
- All the marks on the marking grid are designed to be awarded. Examiners should always award full marks if deserved. Examiners should also be prepared to award zero marks if the learner's response is not rewardable according to the marking grid.
- Where judgment is required, a marking grid will provide the principles by which marks will be awarded.
- When examiners are in doubt regarding the application of the marking grid to a learner's response, a senior examiner should be consulted.

Specific Marking guidance

The marking grids have been designed to assess learner work holistically.

Rows within the grids identify the assessment focus/outcome being targeted. When using a marking grid, the 'best fit' approach should be used.

- Examiners should first make a holistic judgement on which band most closely matches the learner response and place it within that band. Learners will be placed in the band that best describes their answer.
- The mark awarded within the band will be decided based on the quality of the answer in response to the assessment focus/outcome and will be modified according to how securely all bullet points are displayed at that band.
- Marks will be awarded towards the top or bottom of that band depending on how they have evidenced each of the descriptor bullet points.

Assessment focus	Band 0	Band 1	Band 2	Band 3
Activity 1: Commercial risk report	0	1-2	3-5	6-8
	No rewardable material.	<p>The impact and/or influence of the factors on commercial risk is attempted but this is limited in its appropriateness to the scenario.</p> <p>Shows limited consideration of the relative magnitude and importance of key commercial risk factors.</p> <p>Considers a few relevant risks that will influence the tender strategy recommendation made.</p>	<p>The impact and/or influence of the factors on commercial risk is appropriately applied with some links to the scenario.</p> <p>Shows some consideration of the relative magnitude and importance of key commercial risk factors.</p> <p>Considers a range of relevant factors that will influence the tender strategy recommendation made.</p>	<p>The impact and influence of the factors on commercial risk is appropriately applied with clear links to the scenario.</p> <p>Shows comprehensive consideration of the relative magnitude and importance of key commercial risk factors.</p> <p>Considers a broad range of relevant factors that will influence the tender strategy recommendation made.</p>

Assessment focus	Sub task	Band 0	Band 1	Band 2	Band 3	Band 4
Activity 2: Unit rates and measured work completion		0	1-5	6-10	11-15	16-20
	Building up the unit rates	No rewardable material.	<p>Most calculations are attempted.</p> <p>Limited or inappropriate selection and use of data to build up unit rates that leads to many inaccuracies.</p> <p>Limited application of coverage rates to calculate quantities of materials required within unit rates.</p> <p>Limited application of estimating methodologies to build up unit rates, resulting in many errors.</p>	<p>All calculations are attempted.</p> <p>Some appropriate selection and use of data to build up unit rates, with some inaccuracies.</p> <p>Some accurate application of coverage rates to calculate quantities of materials required within unit rates.</p> <p>Some application of estimating methodologies to build up unit rates, resulting in some errors.</p>	<p>All calculations are attempted.</p> <p>Mostly selects and uses the correct data to comprehensively build up unit rates, leading to a few inaccuracies.</p> <p>Mostly accurate application of coverage rates to calculate quantities of materials required within unit rates.</p> <p>Application of estimating methodologies to build up unit rates, with few errors.</p>	<p>All calculations are attempted.</p> <p>Consistently selects and uses the correct data to comprehensively build up unit rates, leading to minimal inaccuracies.</p> <p>Consistent and accurate application of coverage rates to calculate quantities of materials required within unit rates.</p> <p>Consistently correct application of estimating methodologies to build up unit rates, with minimal errors.</p>
			0	1-2	3-4	5-6
	Measured work section completion	No rewardable material.	<p>Insertion of most unit rates and calculations are attempted.</p> <p>Limited application of unit rates to produce an inaccurate final cost of measured works.</p>	<p>Insertion of all unit rates and calculations are attempted.</p> <p>Some application of unit rates to produce a final cost of measured works that contains some inaccuracies.</p>	<p>Insertion of all unit rates and calculations are attempted.</p> <p>Applies unit rates to produce a final cost of measured works with minimal inaccuracies.</p>	

Assessment focus	Band 0	Band 1	Band 2	Band 3	Band 4
Activity 3: Estimated total cost	0	1-2	3-5	6-8	9-10
	No rewardable material.	<p>Most calculations are attempted.</p> <p>Pricing of the preliminary items shows limited application of appropriate data and/or methodologies.</p> <p>Completion of the estimated total cost using the bills of quantities shows many inaccuracies.</p>	<p>All calculations are attempted.</p> <p>Pricing of the preliminary items shows some application of appropriate data and/or methodologies.</p> <p>Completion of the estimated total cost using the bills of quantities shows some inaccuracies.</p>	<p>All calculations are attempted.</p> <p>Pricing of the preliminary items shows mostly correct application of appropriate data and methodologies.</p> <p>Completion of the estimated total cost using the bills of quantities shows few inaccuracies.</p>	<p>All calculations are attempted.</p> <p>Pricing of the preliminary items shows correct application of appropriate data and methodologies.</p> <p>Full and mostly accurate completion of the estimated total cost using the bills of quantities.</p>

Assessment focus	Sub task	Band 0	Band 1	Band 2	Band 3	Band 4
Activity 4:		0	1-3	4-7	8-11	12-14
Report to justify the tender sum and full completion of the Bills of Quantities	Justification of tender sum for adjudication and full completion of the Bills of Quantities	No rewardable material.	<p>Recommended tender sum shows limited justification and/or limited and incomplete consideration of relevant risk factors.</p> <p>Basic consideration and/or understanding of issues from:</p> <ul style="list-style-type: none"> • commercial intelligence • current workload • attitude to risk • organisation aspirations <p>in order to make recommendations, which are limited in relevance to the scenario with inappropriate consideration of risks and/or lack of relevance for tender adjudication/settlement.</p>	<p>Recommended tender sum shows some justification but there is some consideration of relevant risk factors.</p> <p>Some consideration and understanding of issues from:</p> <ul style="list-style-type: none"> • commercial intelligence • current workload • attitude to risk • organisation aspirations <p>in order to make some recommendations relevant to the scenario although these may be limited in their consideration of risks and/or relevance for tender adjudication/settlement.</p> <p>Completes the remaining sections of the Bills of Quantities.</p>	<p>Recommended tender sum is mostly justified, taking into account many of the relevant risk factors.</p> <p>Shows understanding of the conflicting and complex issues from:</p> <ul style="list-style-type: none"> • commercial intelligence • current workload • attitude to risk • organisation aspirations <p>in order to make mostly justified recommendations for tender adjudication/settlement.</p> <p>Completes the remaining sections of the Bills of Quantities.</p>	<p>Recommended tender sum is fully justified and takes into account most of the relevant risk factors.</p> <p>Shows a developed understanding of conflicting and complex issues from:</p> <ul style="list-style-type: none"> • levels of competition • commercial intelligence • current workload • attitude to risk • organisation aspirations <p>in order to make fully justified recommendations for tender adjudication/settlement.</p> <p>Completes the remaining sections of the Bills of Quantities.</p>

Assessment focus	Sub task	Band 0	Band 1	Band 2	Band 3
Communication skills		0	1-2	3-5	6-8
	Activity 1: Commercial risk report and Activity 4: Report to justify the tender sum and full completion of the Bills of Quantities	No rewardable material.	Attempts to use some appropriate technical language for reports.	Uses appropriate technical language and tone for the reports.	Uses appropriate technical language and tone throughout for the reports.

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