

EXERCISE AND SCORING GUIDE

Practical exercise and scoring guide

ScienceDojo for Business · Fictional example. The sample response and completed ratings are illustrative, not collected learner results.

Application exercise

Use the confirmed facts below to draft a short delivery brief. State the deliverable, owner, approver, deadline, checkpoint, and unresolved issue. Distinguish an agreed commitment from an assumption.

Maya, the client approver: Approves a first-day PDF checklist for 20 new starters, with joining instructions and links to approved policies. She will accept it when those items are present and the links are correct.

Alex, the delivery lead: Accepts ownership and confirms capacity to deliver the agreed checklist by Friday at 4 pm. A progress check is agreed for Thursday at 2 pm.

Lina, the policy contact: Must confirm the current policy links by Thursday at noon. That confirmation is still outstanding.

Portal integration: Is excluded from this handover. A separate scope and date have not been agreed.

Suggested response structure:

Deliverable and acceptance criteria: ...

Owner and approver: ...

Deadline and checkpoint: ...

Open issue, owner, and next action: ...

Sample learner response

- Deliver a first-day PDF checklist for 20 new starters. Include joining instructions and approved policy links. Maya will accept the checklist when the required items are present and the links are correct.
- Alex owns delivery; Maya is the client approver. Maya has approved this scope, and Alex has confirmed capacity to deliver by Friday at 4 pm. We will check progress on Thursday at 2 pm.
- Portal integration is a separate request with no agreed delivery date. The policy links still need checking before the checklist is sent.

Criteria and completed example

Scope

Names the deliverable, audience, acceptance criteria, and excluded work.

- **Missing:** Does not identify the deliverable or its acceptance criteria.
- **Partly demonstrated:** Identifies the deliverable but leaves the audience, acceptance criteria, or exclusions unclear.
- **Clearly demonstrated:** Records the agreed deliverable, audience, acceptance criteria, and excluded work.

Illustrative review: Clearly demonstrated. Names the first-day checklist, 20 new starters, approved policy links, and Maya's acceptance. Separates portal integration from this delivery.

Owner

Names the accountable delivery owner, client approver, and next checkpoint.

- **Missing:** Names no accountable owner or approver.
- **Partly demonstrated:** Names an owner or approver but leaves responsibility or the checkpoint unclear.
- **Clearly demonstrated:** Names the delivery owner and approver and records the agreed checkpoint.

Illustrative review: Clearly demonstrated. Names Alex as delivery owner and Maya as approver, with a Thursday 2 pm progress check.

Deadline

Records an explicit deadline that the delivery owner has confirmed for the agreed scope.

- **Missing:** Gives no explicit deadline.
- **Partly demonstrated:** Gives a deadline but does not record confirmation of capacity for the agreed scope.
- **Clearly demonstrated:** Records the agreed day and time and the delivery owner's confirmation of capacity.

Illustrative review: Clearly demonstrated. Records Friday at 4 pm and states that Alex has confirmed capacity for the approved scope.

Uncertainty

Identifies an unresolved issue, its owner, its check date, and a next action if it remains unresolved.

- **Missing:** Treats unresolved information as confirmed or omits it.
- **Partly demonstrated:** Acknowledges some uncertainty but omits an issue, its owner, its check date, or the action if unresolved.
- **Clearly demonstrated:** Records the outstanding issue, who will resolve it, when it will be checked, and the action if it remains unresolved.

Illustrative review: Partly demonstrated. Acknowledges that policy links need checking and leaves portal work uncommitted, but omits Lina as the check owner, the Thursday noon deadline, and what to do if the links remain unconfirmed.

Suggested revision

Lina will confirm the current policy links by Thursday at noon. If confirmation is missing, flag the affected links to Alex and Maya before the 2 pm checkpoint and agree the next step before including them in the final checklist.

Reviewer instructions

Review the actual work sample, quote the evidence supporting each rating, and identify what needs clarification. The guide is not an automatically scored test or a validated pass threshold. A client subject expert must approve the task and criteria before use with real learners.