1987–2027

Greenwich University

skm.
SCHOOL OF BUSINESS
A GREENWICH UNIVERSITY SCHOOL

Greenwich Works

BUILD BLOCK RUBRIC · FALL 2026–27

Business Foundations Desk CLIENT LANE

For course teachers · 40 teams · one sheet per team per course

How to use this sheet

Take one sheet per team. You are marking **only your own course's dimension** of the shared file — the row against your course code below. The five criteria are the same in every course and every block, so a 14 means the same thing across the university. The team mark of 15, with the viva of 5 you hold in the Presentations & Viva week and your own quizzes and assignments 10, makes the sessional 30 of the hundred. Where your course falls outside a team's eight, you mark that student's **lens note** on this same sheet instead.

FOUR STANDING RULES

The window. The file goes in between Sat 12 and Wed 16 December, and the whole window is on time; nothing is accepted after Wednesday 16 December. **Individual adjustment.** You may move one member up to two marks above or below the team mark on the evidence of the viva and the team charter, with a one-line reason in the comment box. **Moderation.** The convener samples three files per block and will ask you to re-mark, with them present, if your marks sit three or more (out of 15) away from the other courses on the same file. **One or two enrolled members.** Where your course marks a Folio for one or two enrolled members of the team, mark their named sections; integration (2) asks whether the section belongs to the Folio, not whether the Folio holds together; no ±2 on a one-member marking.

The 15 marks

CRITERION	MAX	WHAT YOU ARE LOOKING FOR	AWARDED
Substance in this course's dimension	6	Does the part this course marks actually work? Is it right, complete and at the level expected of this year?	
Evidence and method	3	Is the claim supported? Was the method appropriate, followed, and reported honestly?	
Integration with the team's file	2	Does this part fit the rest of the work, or does it sit beside it? Is the file one document or five stapled together?	
Presentation and professionalism	2	Is it legible, cited, complete and handed in on time, in the form asked for?	
Revision and response to feedback	2	Did the draft change after the session-10 review, and can the team say why?	
Total	15		

TEAM NUMBER

COURSE MARKING THIS SHEET

COMMENT TO THE TEAM

COURSE TEACHER

DATE

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continued

Bands

BAND	DESCRIPTION
13–15	**Professional. Could be handed to the client**, the customer or the community as it stands. Reasoning is explicit and the evidence supports every claim.
10–12	Sound. Complete, correct and defensible, with gaps that are visible but not damaging.
8–9	Adequate. The work exists and meets the brief, but is thin in evidence, craft or integration.
5–7	Weak. Incomplete, or complete but not supported. Would need substantial rework to be usable.
0–4	Not submitted, or so far short of the brief that it cannot be assessed.

The dimensions in this block

Each course marks only its own row. The wording below is the same as the one printed in that course's outline, so a student reading their outline and a teacher reading this sheet are looking at the same sentence.

CODE	COURSE	DIMENSION MARKED — 15 MARKS	TEACHER
GBBL312	**Business Law**	This course marks the rules the team's work has to live inside: the university regulations, contracts, notices or consumer and data rules that apply to the client's problem, stated accurately and cited, and whether the team's recommendation would actually be lawful for the client to adopt. 15 marks, team.	Anusha Minhas Bandeali
GBCE316	**Computing Essentials**	**This course marks the working files:** one tidy shared folder, a spreadsheet with every formula visible, a clean data table the client can reopen, and a short how-to that lets someone outside the team use what was built. 15 marks, team.	Syed Faraz Afsar
GEFA314	**Financial Accounting**	**This course marks the money:** the costs and prices the team gathered, how they were recorded and totalled, a simple statement of what the client spends or could save, and whether the figures reconcile. 15 marks, team.	Maria Razzaque
GHEC315	**English Composition**	**This course marks the writing:** the report to the client, its structure and argument, whether each claim is supported, and whether a reader outside the team would understand it on first reading. 15 marks, team.	Kanza Ali

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continued

CODE	COURSE	DIMENSION MARKED — 15 MARKS	TEACHER
GBBE311	**Business Ethics**	**This course marks the fairness of the work:** how the team gathered its evidence without using anyone's personal data, whether the recommendation is fair to the students and staff it affects, and a short ethical risk note with one mitigation per risk. 15 marks, team.	Asim M. Shaikh
GBGM100	**Mathematics-I**	**This course marks the calculation:** the quantities the team measured or counted, the formulas used to work from them, the arithmetic shown step by step, and whether the answer is of the right size. 15 marks, team.	Mohammad Tauqeer Khan
GHGE300	**General English**	**This course marks the plain-English version:** the notice, poster, email or one-page leaflet the team writes for the people the client serves, judged on clarity, grammar and whether it says one thing well. 15 marks, team.	Mehwish Umair
GHMS314	**Morphology & Syntax**	This course marks the language of the client's own texts: a close analysis of the forms, notices or messages the client already uses, what makes them hard to read, and a rewritten version justified sentence by sentence. 15 marks, team.	Hafiz Imran Nawaz