Qualification awaiting accreditation

CAMBRIDGE OCR

Sample assessment material

Cambridge OCR Level 3 V Level in Digital Systems and Data

H101

Unit F018: Application of cyber security

Version 0.1 | November 2026

ocr.org.uk/V Levels

Introduction

This is a sample assessment material (SAM). It is an example Cambridge OCR-set assignment published alongside the specification. It is designed to show the style and tasks you can expect from our set assignments.

As the qualification develops, we may update the set assignment template. To help you get the most from this SAM, we also provide two supporting resources:

- **Assessment story** – this explains the structure of the qualification and our approach to both examined and non-exam assessment.
- **Student guide to NEA assignments** – this provides a summary for your students of key points about their Cambridge OCR-set assignments, including the importance of avoiding plagiarism.

Summary of updates

Section	Change	Version	Date
N/A	First draft – Awaiting accreditation.	0.1	4th November 2026

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Cambridge OCR-set Assignment

Sample assessment material

Cambridge OCR Level 3 V Level in Digital Systems and Data

Unit F018: Application of cyber security

Scenario Title: Northbridge Training Services

Valid for assessment from <month> 20XX to <month> 20XX.
For use by students beginning the qualification in <month> 20XX.

This is a sample Cambridge OCR-set assignment which should only be used for practice**.**

This assignment **must not** be used for live assessment of students.

The live assignments will be available on our secure website, 'Teach Cambridge'.

The Cambridge OCR administrative codes linked to this unit are:

- unit entry code F018
- certification code H101

The regulated qualification numbers linked to this unit are:

XXX/XXX/X

Duration

About
- 15 hours of supervised time (GLH)
  (work that **must** be completed under teacher supervised conditions)

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Tasks for students and marking criteria

Unit F018: Application of cyber security

Scenario Title: Northbridge Training Services

Valid for assessment from <month> 20XX to <month> 20XX.
For use by students beginning the qualification in <month> 20XX.

Scenario

Northbridge Training Services (NTS) provides professional and apprenticeship training programmes for employers across the region. NTS employs around 50 staff and supports approximately 2,000 active learners.

To support its day-to-day operations, NTS uses a networked digital system consisting of:

- A central file server used to store learner, staff and financial information.
- Staff desktop and laptop computers which are connected to the digital system.
- User accounts managed through a central authentication service.
- Shared network folders for different staff including trainers, administrators and finance.
- Automated monitoring tools that generate system alerts and dashboards.
- Internet and remote access services used by staff working from home.

Security procedures

Security procedure	**Current requirement**
Password length	12 characters
Enhanced Authentication (MFA)	Staff accounts
Access permissions	Role-based
Software updates	Monthly
Security information	Authorised users only

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User account roles

Role	Access	Description
IT Manager	ADMIN	Full administrative access
Technical support	USRMAN	User management and support
Training manager	TRAINREC; REPORTS	Training resources, learner records and reports access
Trainer	TRAINREC	Training resources and learner records access
Apprentice	RESTRICTED	Restricted access to company data
Finance officer	FINREC	Finance records access
HR officer	HRREC	Staff records access
Operations director	REPORTS; FINREC	Reports access, finance records access
Learner	LEARNER	Own learner account access only
Former Staff		Account not active

Escalation procedures

Level	Thresholds	Report to
Low	• Minor malfunction, single user affected, no service interruption • No personal or sensitive data involved • Suspicious behaviour but likely accidental • No compliance impact	Technical Support
Medium	• Multiple users affected, degraded performance, temporary loss of a non-critical system • Internal data exposed or at risk • Possible malware, phishing success, unauthorised login attempts • Scope: Department or shared system • Potential GDPR concern	IT Manager
High	• Critical system offline, NTS operations disrupted, service unavailable • Personal data, financial data, or regulated data (GDPR) at risk or compromised • Confirmed breach, ransomware, active attacker presence, data exfiltration • Scope: NTS-wide systems, servers, cloud services • Mandatory reporting required	Operations Director

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Over the previous month, NTS has experienced several operational issues and unusual events. Members of staff have contacted Technical Support regarding:

- difficulty accessing accounts
- unexpected security notifications
- slow system performance during normal working hours
- problems accessing some network resources
- unexpected requests to re-enter passwords
- unusual account activity notifications
- delays when accessing shared folders and files
- unexpected prompts when using remote access services.

NTS' automated monitoring systems have also generated several alerts relating to user accounts, network activity and system performance.

A recent review identified that some user accounts and permissions have not been reviewed for a significant period.

The IT Manager is concerned that these events may be related and has asked you to investigate further using the available system information. You have also been asked to communicate the outcome of your findings to the Operations Director, who has responsibility for organisational operations, but has limited technical knowledge.

To complete the investigation, in addition to the scenario, you **must** use:

- Information in the file **User_Accounts_and_Permissions_Report.xls**
- Information in the file **System_Log_File.xls**

Information provided to you **could** contain indicators of more than one cyber security concern.

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Task 1

Interpret cyber security concerns

Topic A is assessed in this task.

The task is to:

Review the system information provided by Northbridge Training Services.

a) Interpret expected and unexpected system behaviour and activities.
b) Interpret indicators of potential compromise, cyber security concerns and the potential business and operational impacts. (**S**)

Your evidence **must** include:

- Written evidence.

Total marks for Task 1: 12 marks

Marking criteria and guidance – Task 1

Task 1a	**Interpret** expected and unexpected system behaviour and activities [AO1.1x1, AO2.2x1, AO2.5x4]		
Response level	**Mark**	**Marking Criteria**	
Mark Band 1	**1**	**Just:**	**One** example of expected **and** unexpected system behaviour or activity is included with **limited** interpretation.
	2	**Secure:**	**More than one** example of expected **and** unexpected system behaviour or activity is included with **limited** interpretation.
Mark Band 2	**3**	**Just:**	**More than one** example of expected **and** unexpected system behaviour or activity is included with **clear** interpretation.
	4	**Secure:**	**Most** of the **main** examples of expected **and** unexpected system behaviour or activities are included with **clear** interpretation.
Mark Band 3	**5**	**Just:**	**Most** of the **main** examples of expected **and** unexpected system behaviour or activities are included with **comprehensive** interpretation.
	6	**Secure:**	**All relevant** examples of expected **and** unexpected system behaviour or activities are included with **comprehensive** interpretation.
Assessment guidance: • Students **must** record observations clearly and accurately. • For each mark band students **must** interpret the required number of expected **and** unexpected system behaviours or activity. • Students **could** use content from Topics A1 and A2.			

If your work does not meet Mark Band 1 criteria, you will be awarded zero marks for this task.

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Task 1b	**Interpret** indicators of potential compromise, cyber security concerns and the potential business and operational impacts. [AO1.1x1, AO2.2x1, AO2.5x4] (**S**)		
Response level	**Mark**	**Marking Criteria**	
Mark Band 1	**1**	**Just:**	**One** indicator of potential compromise **and** cyber security concern is interpreted with **limited** consideration of impact.
	2	**Secure:**	**More than one** indicator of potential compromise **and** cyber security concern is interpreted with **limited** consideration of impact.
Mark Band 2	**3**	**Just:**	**More than one** indicator of potential compromise **and** cyber security concern is interpreted with **clear** consideration of impacts.
	4	**Secure:**	**Most** of the **main** indicators of potential compromise **and** cyber security concerns are interpreted with **clear** consideration of impacts.
Mark Band 3	**5**	**Just:**	**Most** of the **main i**ndicators of potential compromise **and** cyber security concerns are interpreted with **comprehensive** consideration of impacts. (**S**)
	6	**Secure:**	**All relevant i**ndicators of potential compromise **and** cyber security concerns are interpreted with **comprehensive** consideration of impacts. (**S**)

Assessment guidance:

- For each mark band students **must** interpret the required number of indicators of potential compromise **and** cyber security concerns.
- Students need to draw on knowledge and understanding from across the course of study in order to achieve mark band 3. (**S**)
- Students **could** use content from Topics A1, A2 and F015 Topic B.

If your work does not meet Mark Band 1 criteria, you will be awarded zero marks for this task.

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Task 2

Assess the impact of cyber security concerns

Topic 2 is assessed in this task.

The task is to:

Create a cyber security risk assessment for Northbridge Training Services using the cyber security concerns identified in **Task 1**.

a) Create a risk assessment that includes identification, analysis and evaluation of the cyber security concerns.

b) Assess each concern using a risk matrix, concluding on impact, likelihood, risk score, severity and priority level.

c) Assess each concern to conclude if escalation is required following Northbridge Training Services' escalation procedures.

d) Justify your decisions using the available evidence.

e) Communicate your findings to the Operations Director of Northbridge Training Services'. (**S**)

Your evidence **must** include:

- A cyber security risk assessment, including completed risk matrix and details of any required escalations.
- Written evidence.

Total marks for Task 2: 24 marks

Marking criteria and guidance – Task 2

Task 2: Assessment guidance:

- Students **must** create a risk assessment that assesses the cyber security concerns identified in Task 1.
- Students **must** assess each cyber security concern identified in the created risk assessment using a risk matrix.
- Students **must** consider likelihood, impact on systems, data and the organisation, risk score, severity and priority level.
- Students **could** use the risk matrix format from Topic B3 or another risk matrix format they have been taught.

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Task 2a	**Create** a risk assessment that includes identification, analysis and evaluation of the cyber security concerns. [AO1.3x1, AO2.4x5]		
Response level	**Mark**	**Marking Criteria**	
Mark Band 1	**1**	**Just:**	**One** cyber security concern is identified, analysed and evaluated with **limited** accuracy.
	2	**Secure:**	**More than one** cyber security concern is identified, analysed and evaluated with **limited** accuracy.
Mark Band 2	**3**	**Just:**	**More than one** cyber security concern is identified, analysed and evaluated with **partial** accuracy.
	4	**Secure:**	**Most** of the **main** cyber security concerns are identified, analysed and evaluated with **partial** accuracy.
Mark Band 3	**5**	**Just:**	**Most of the main** cyber security concerns are identified, analysed and evaluated with **complete** accuracy.
	6	**Secure:**	**All relevant** cyber security concerns are identified, analysed and evaluated with **complete** accuracy.
Assessment guidance: • Students **could** use content from Topics B1, B2 and B3.			

If your work does not meet Mark Band 1 criteria, you will be awarded zero marks for this task.

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Task 2b	**Assess** each concern using a risk matrix, concluding on impact, likelihood, risk score, severity and priority level. [AO1.3x1, AO2.5x2, AO3.2x3]		
Response level	**Mark**	**Marking Criteria**	
Mark Band 1	**1**	**Just:**	**One** cyber security concern is assessed for impact, likelihood, risk score, severity and priority level with **limited** accuracy.
	2	**Secure:**	**More than one** cyber security concern is assessed for impact, likelihood, risk score, severity and priority level with **limited** accuracy.
Mark Band 2	**3**	**Just:**	**More than one** cyber security concern is assessed for impact, likelihood, risk score, severity and priority level with **partial** accuracy.
	4	**Secure:**	**Most** of the **main** cyber security concerns are assessed for impact, likelihood, risk score, severity and priority level with **partial** accuracy.
Mark Band 3	**5**	**Just:**	**Most** of the **main** cyber security concerns are assessed for impact, likelihood, risk score, severity and priority level with **complete** accuracy.
	6	**Secure:**	**All relevant** cyber security concerns are assessed for impact, likelihood, risk score, severity and priority level with **complete** accuracy.
Assessment guidance: • Students **must** assess the impact, likelihood, risk score, severity and priority level of each cyber security concern. • Students **could** use content from Topics B1, B2 and B3.			

If your work does not meet Mark Band 1 criteria, you will be awarded zero marks for this task.

Task 2c	**Assess** each concern to conclude if escalation is required [AO1.3x1, AO3.2x2]		
Response level	**Mark**	**Marking Criteria**	
Mark Band 1	**1**	**Secure:**	**One** cyber security concern is assessed following escalation procedures with **limited** accuracy.
Mark Band 2	**2**	**Secure:**	**Some** of the **main** cyber security concerns are assessed following escalation procedures with **partial** accuracy.
Mark Band 3	**3**	**Secure:**	**All relevant** cyber security concerns are assessed following escalation procedures with **complete** accuracy.
Assessment guidance: • Students **must** apply the escalation procedures provided within the scenario. • Students **could** use content from Topic B4.			

If your work does not meet Mark Band 1 criteria, you will be awarded zero marks for this task.

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Task 2d	**Justify** your decisions using the available evidence. [AO3.1x6]		
Response level	**Mark**	**Marking Criteria**	
Mark Band 1	**1**	**Just:**	**One** decision with **limited** justification.
	2	**Secure:**	**More than one** decision with **limited** justification.
Mark Band 2	**3**	**Just:**	**More than one** decision with **clear** justification.
	4	**Secure:**	**Most** of the **main** decisions with **clear** justification.
Mark Band 3	**5**	**Just:**	**Most** of the **main** decisions with **detailed** justification.
	6	**Secure:**	**All** decisions with **detailed** justification.

Assessment guidance:

- Students **must** justify decisions based on their risk assessment, risk matrix and escalation decisions.
- Students **could** use content from Topics B1, B2, B3 and B4.

If your work does not meet Mark Band 1 criteria, you will be awarded zero marks for this task.

Task 2e	**Communicate** your findings [AO2.5x3] (**S**)		
Response level	**Mark**	**Marking Criteria**	
Mark Band 1	**1**	**Secure:**	Findings are communicated with **minimal** consideration of audience requirements, privacy and confidentiality.
Mark Band 2	**2**	**Secure:**	Findings are communicated with **partial** consideration of audience requirements, privacy and confidentiality. (**S**)
Mark Band 3	**3**	**Secure:**	Findings are communicated with **full** consideration of audience requirements, privacy and confidentiality. (**S**)

Assessment guidance:

- Students **must** communicate findings using a method(s) which are appropriate for the audience identified in the scenario.
- Students **must** handle security-related information in line with policies and procedures for privacy and confidentiality.
- Students need to draw on knowledge and understanding from across the course of study in order to achieve mark bands 2 and 3. (**S**)
- Students **could** use content from Topic B4, F016 Topics D and E.

If your work does not meet Mark Band 1 criteria, you will be awarded zero marks for this task.

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Task 3

Recommend and apply protective actions and security improvements

Topic C is assessed in this task.

The task is to:

a) Recommend protective actions and security improvements in response to the cyber security concerns interpreted in **Task 1** and assessed in **Task 2**.

b) Justify your recommendations using the available evidence and risk assessment findings.

c) Apply recommended security controls and protection measures.

d) Apply recommended procedures for secure access, authentication and system use.

Your evidence **must** include:

- Written evidence.
- Videos and/or photos demonstrating the application of protective actions and security improvements.
- An individualised Teacher Observation Record (TOR) form signed by you and your teacher.

Total marks for Task 3: 24 marks

Marking criteria and guidance – Task 3

Task 3: Assessment guidance:

- Students **must** provide evidence of applying their recommended protective actions and security improvements within a digital system or digital environment. Evidence of practical application **must** be supported by photos, videos and/or other evidence together with a completed Teacher Observation Record (TOR).
- The protective actions and security improvements do not need to be completed using the systems described in the scenario. Centres **could** use alternative digital systems, platforms or environments that allow students to provide sufficient evidence.
- Protective actions and security improvements must include:
  - Authentication and secure access measures
  - User account, permission or security setting configurations
  - System maintenance or update procedures
  - Data protection or access control measures.
- An individualised Teacher Observation Record (TOR) **must** be completed for each student and signed by both the student and teacher. The TOR **must** confirm the practical activities completed and how the student applied the required security measures and procedures.
- Before completing practical activities, students **must** be informed of relevant health and safety, security and acceptable use procedures. Teachers **must** intervene where there is a health and safety or security risk and reflect any required intervention in the assessment evidence.

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Task 3a	**Recommend** protective actions and security improvements in response to the cyber security concerns interpreted in Task 1 and assessed in Task 2. [AO1.3x1 AO3.3x5]		
Response level	**Mark**	**Marking Criteria**	
Mark Band 1	**1**	**Just:**	**One** protective action and security improvement is recommended with **limited** appropriateness.
	2	**Secure:**	**More than one** protective action and security improvement is recommended with **limited** appropriateness.
Mark Band 2	**3**	**Just:**	**More than one** protective action and security improvements is recommended with **clear** appropriateness.
	4	**Secure:**	**Most** protective actions and security improvements are recommended with **clear** appropriateness.
Mark Band 3	**5**	**Just:**	**Most** protective actions and security improvements are recommended with **complete** appropriateness.
	6	**Secure:**	**All appropriate** protective actions and security improvements are recommended with **complete** appropriateness.
Assessment guidance: • Students **could** use content from Topic C1.			

If your work does not meet Mark Band 1 criteria, you will be awarded zero marks for this task.

Task 3b	**Justify** your recommendations using the available evidence and risk assessment findings. [AO3.3x6]		
Response level	**Mark**	**Marking Criteria**	
Mark Band 1	**1**	**Just:**	**One** recommendation with **limited** justification.
	2	**Secure:**	**More than one** recommendation with **limited** justification.
Mark Band 2	**3**	**Just:**	**More than one** recommendation with **partial** justification.
	4	**Secure:**	**Most** recommendations with **partial** justification.
Mark Band 3	**5**	**Just:**	**Most** recommendations with **detailed** justification.
	6	**Secure:**	**All** recommendations with **detailed** justification.
Assessment guidance: • Justifications **must** include consideration of risk assessment findings, organisational requirements, security, usability and performance. • Students **could** use content from Topic C1.			

If your work does not meet Mark Band 1 criteria, you will be awarded zero marks for this task.

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Task 3c	**Apply** recommended security controls and protection measures [AO1.2x1 AO2.2x2, AO2.3x3]		
Response level	**Mark**	**Marking Criteria**	
Mark Band 1	**1**	**Just:**	**Two** recommended security controls or protection measures are applied with **limited** effectiveness.
	2	**Secure:**	**More than two** recommended security controls or protection measures are applied with **limited** effectiveness.
Mark Band 2	**3**	**Just:**	**More than two** recommended security controls **and** protection measures are applied with **clear** effectiveness.
	4	**Secure:**	**Most** recommended security controls **and** protection measures are applied with **clear** effectiveness.
Mark Band 3	**5**	**Just:**	**Most** recommended security controls **and** protection measures are applied with **complete** effectiveness.
	6	**Secure:**	**All** recommended security controls **and** protection measures are applied with **complete** effectiveness.

Assessment guidance:

- To achieve mark band 1, students must recommend the required number of **either** security controls **or** protection measures or the required number across both. For mark bands 2 and 3, students must recommend the required number of **both** security controls **and** protection measures.
- Students **must:**
  - Apply recommendations relating to security controls to address identified vulnerabilities and risks.
  - Apply data protection measures to protect systems and information.
  - Apply update procedures to maintain system security.
  - Configure security settings in accordance with organisational requirements.

If your work does not meet Mark Band 1 criteria, you will be awarded zero marks for this task.

Sample

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Task 3d	**Apply** recommended procedures for secure access, authentication and system use [AO1.2x1 AO2.2x2, AO2.3x3]		
Response level	**Mark**	**Marking Criteria**	
Mark Band 1	**1**	**Just:**	**Two** procedures relating to secure access, authentication **or** system use are applied with **limited** success.
	2	**Secure:**	**More than two** procedures relating to secure access, authentication **or** system use are applied with **limited** success.
Mark Band 2	**3**	**Just:**	**More than two** procedures relating to secure access, authentication **and** system use are applied with **clear** success.
	4	**Secure:**	**Most** procedures relating to secure access, authentication and system use are applied with **clear** success.
Mark Band 3	**5**	**Just:**	**Most** procedures relating to secure access, authentication and system use are applied with **complete** success.
	6	**Secure:**	**All relevant** procedures relating to secure access, authentication and system use are applied with **complete** success.

Assessment guidance:

- For mark band 1, students must apply the required number of procedures and these can relate to any combination of secure access, authentication **or** system use. For mark bands 2 and 3, students must apply the required number of procedures which must cover all three areas of secure access, authentication **and** system use.
- Students **must**:
  - Create and manage user accounts in accordance with organisational requirements.
  - Apply authentication requirements to user accounts.
  - Configure user permissions to support authorised access.
  - Apply secure access procedures when accessing systems and services.
  - Apply authorised and acceptable use requirements during system use.

If your work does not meet Mark Band 1 criteria, you will be awarded zero marks for this task.

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Teacher Observation Record Form

Use this form to record what is observed.
Read the **guidance notes** below the form **before** you complete the form.

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Unit number:	**F018**
Unit title:	**Application of cyber security**
Task number:	**3**
Task title:	**Recommend and apply protective actions and security improvements**

Student's name:	
Date the activity was completed:	

What extra evidence is attached to the form?	

The **teacher** fills in this section:

What specific task does this activity relate to? 3c and 3d.
How does the activity meet the requirements of the Marking Criterion? You **must**: 1. Describe which security controls and protection measures the student has applied. (3c) 2. Describe which procedures for secure access, authentication and system the student has applied. (3d)

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Teacher's name:	
Teacher's signature:	
Date:	

The **student** fills in this section:

I agree with my teacher's description of how I completed this activity Yes ☐	
Use this space to make any extra comments.	
Student's signature:	
Date:	

Sample

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Guidance notes

Both the teacher **and** the student are responsible for completing this form.

The **teacher must**:

- use the form to describe in detail what they observed the student doing.
- give contextualised details of what the student did and how this relates to the marking criteria.
- say how well the activity was completed in relation to the Marking Criteria with reasons.
- share what they have written with the student and offer the opportunity to discuss if the student disagrees with what is written.
- reach agreement with the student before the work is submitted for moderation.
- sign and date the form as evidence of agreement.

The **student must**:

- reach agreement with the teacher before the work is submitted for moderation.
- use the form to show that they agree with the teacher's record of the activity observed
- sign and date the form as evidence of agreement.

The form **must**:

- be accompanied by extra evidence, as required by the task.
- provide evidence that is **individual to the student.**

The form **must not**:

- contain a simple repeat of the marking criteria.
- contain just a list of skills.
- be completed by anyone other than the teacher observing the activity and the student completing the activity.
- be written by the student for the teacher to sign.
- be used to evidence achievement of a whole unit or task in isolation.

Sample

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Command words and performance indicators

Command word	Definition
Adapt	Change to make suitable for a new use or purpose.
Analyse	Break information into parts and consider relationships, patterns or characteristics to interpret meaning or suggest impacts using a logical chain of meaning.
Assess	Consider factors that apply and which are the most important or relevant.
Calculate	Work out a numerical answer using appropriate methods.
Choose	Provide an answer from appropriate options.
Complete	Finish a task by adding to given information.
Compare	Provide details about the similarities and differences between two or more items, situations or actions.
Create	Produce an output or artefact in response to a task or problem.
Describe	Give an account that includes all the relevant characteristics, qualities or events.
Draw	Produce a diagram/sketch/graph with sufficient detail to show the answer.
Evaluate	Make a judgement about value, importance or effectiveness, using evidence to support your answer.
Examine(d)	To look at or scrutinise in detail.
Explain	Give reasons for and/or causes of something; make something clear by giving information.
Interpret	Use given information to translate meaning, patterns or relationships.
Justify	Make and support a judgement or offer an opinion using evidence and reasoning.
Measure	Establish a value using a suitable measuring instrument and/or technique.
Outline	Give a short account or summary of the main points.
Plan	Consider, set out and communicate what is to be done.
Plot	Indicate specific feature or locations on given source material.
Recommend	Put forward a supported judgment.
Research	Do a detailed study in order to discover (new) information or reach a (new) understanding.

Sample

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Command word	Definition
Set up	Prepare a system or set of equipment for operation.
Suggest	Give possible solutions or ideas for consideration.
Summarise	To sum up or give a short account in your own words.
Use	Apply the information provided or apply prior learning of knowledge, understanding and/or skills. Put acquired skills and methods into action for a given purpose.

Sample

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Performance indicator	Definition
Basic	Covers only the main elements, with little or no explanation, detail or application.
Limited	Narrow range; only the more obvious or simplistic aspects are covered.
Simple	Uses a straightforward approach involving few elements and little complexity.
Partial/partially • **appropriate** • **complete** • **accurate**	Includes some of the required elements, but has: • important gaps or unsuitable elements • important parts are missing or unfinished • errors or unclear points.
(with/in) Some detail	Includes relevant supporting information beyond the basic points but lacks sustained breadth or depth.
Mostly • **appropriate** • **complete** • **accurate**	Generally relevant and suitable for the purpose, with: • Only minor unsuitable elements • Only minor omissions • Minor errors/unclear points which do not affect overall response.
Clear	Easy to understand and organised in a logical order
Effective	Achieves the intended purpose through relevant selection, application or communication.
Developed	Extend and explain ideas using relevant support or examples.
Reasoned	Support conclusions or decisions with logical explanation and relevant evidence or principles.
Justified / Considered	Takes account of relevant factors, evidence or viewpoints before reaching a judgement, response or opinion.
Detailed	Substantial, specific and relevant information that explores points beyond a general outline.
Comprehensive	Broad and deep coverage of all, or nearly all, relevant aspects.
Thorough	Covers the relevant material carefully and systematically, with key points explored fully.
Appropriate	Suitable for the purpose, context or task throughout.
Complete	Includes all required elements, with no important omissions.
Accurate	Correct and precise throughout, no errors or misleading information.

Sample

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