

# SKILLS TO MASTER: Collecting marked assignment online



## When can I expect marked assignments to be returned?

Lecturers aim to return marked assignments TWO weeks after the assessment task was due. If concerned about delays, please contact your lecturer. You will receive email notification from your lecturer when your marked assignment is ready to collect in Moodle.

## What happens if I hand in my assignment late?

A penalty of 5% of the value of the task will be imposed per day for up to five days (including weekends and holidays).

Assignments that are handed-in without an approved extension beyond 5 days after the due date will receive a zero mark and NOT be annotated by the lecturer.

## When will I receive my final grade?

Final overall grades go through the following accreditation process that takes about three-four weeks before you receive them.

Good Shepherd College hold an Examiners' days after exams finish. The results are taken to the Catholic Institute of Sydney that same week. After they have their Assessment Review Committee meeting, our results, plus their results, plus the results of other Member Institutions then go to the Sydney College of Divinity.

## Where to find your marked assignments

You'll receive email notification from your lecturer when your assignment is ready to collect online in Moodle.

1. Go to the Electronic Assignment Submission area in your Moodle Course Page i.e. the same place where you handed in your assignment.
2. Click on the title of the assignment task of interest.

### Online Assignment Submission

 Assignment 1: Essay - 1200 words (30% value). Due X March 2016

Figure 16: Assignment Task

3. A screen will automatically appear. You'll see something like the screenshot in figure 18 below. Scroll down to the Feedback section where you'll find your letter grade, marked assignment and marking schedule uploaded as either a word or pdf document. You may need to scroll along to the right hand side of the screen. Click to open these documents.

### Assignment 1. Essay: 1400 words - 35%> Due on 20 August 2017

Essay: 1400 words

Research and evaluate the development of the law contained in canon 447. Then critically evaluate the ecclesiological impact of the law.

Please make sure that the Cover Sheet, Bibliography and your assignment are in **ONE SINGLE** file for upload.

#### Submission status

#### Feedback




Grade	Letter grade
Graded on	Saturday, 12 March 2016, 11:39 AM
Graded by	 Merv Duffy
Feedback files	 Your marked assignment  Your marking schedule

Figure 18: Where to collect your marked assignment

**Need help?** In the first instance please contact your lecturer. Your lecturers' contact details can be found on the first page of the course unit booklet that's located in your Moodle Course Page. For further assistance email [maree@gsc.ac.nz](mailto:maree@gsc.ac.nz)