

# ASSESSMENT TASKS



## What assessment tasks make up my final grade?

There are three marked assessment tasks which make up your final grade that are usually made up of:

- Internal assessment throughout the semester (e.g. essay, critical review, presentation)
- Final examination, either written or oral in exam week.

## How do I find out about assessment tasks?

1. The first place to look is the Course Unit Booklet at the top of your Moodle Course Page.
2. Check if your lecturer has provided further information in the Assignment block of your Moodle Course Page.
3. The College has also produced a Student Writing Guide outlining everything you wanted to know but were afraid to ask about writing at undergraduate level. It takes you through the whole writing process – from preparing and referencing to completion.

## Where do I hand in my assignment?

Assignments are handed in online within your Moodle Course Page. An email will automatically be sent to your lecturer to notify that your assignment has been handed in.

You must complete all your tasks by the due date or marks will be deducted. A penalty of 5% of the value of the task will be imposed per day for up to ten days (including weekends and holidays). Work which is submitted late will be accepted up to only ten days beyond the due date or extension date.

## Handing in Assignments Online

You're required to hand in your assignments in Moodle.

1. Go to your Moodle Course Page and scroll down to the Electronic Assignment Submission block (*figure 12*).

### Online Assignment Submission

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

Figure 12: Assignment Block

2. Click on the title of the assignment that you're handing in.
3. A screen will automatically appear. Scroll to the bottom and **click** the **Add Submission** button.

Add submission

4. You'll be directed to a screen (*figure 13*) where you hand-in your assignment. You can do this in one of two ways.

**Drag and drop** your assignment file from your desktop to the area indicated by the arrow.

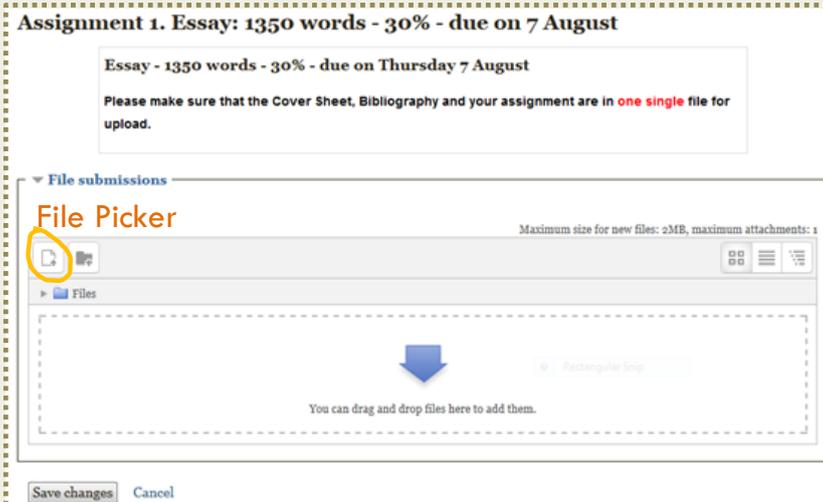


Figure 13: Screen where you upload your file

Your other option is to click **Browse** your computer for your Assignment file by using the **File Picker** tool (*circled*).

When the screen (*shown in figure 14*) appears, click the **Browse** button to locate your on your computer. Then press the **Upload this file** button. Save Changes to complete.

When you're ready to hand in your assignment click the **Submit assignment** button on the screen that appears (*Figure 15*).

You also have the option to make changes by clicking **Edit submission**.

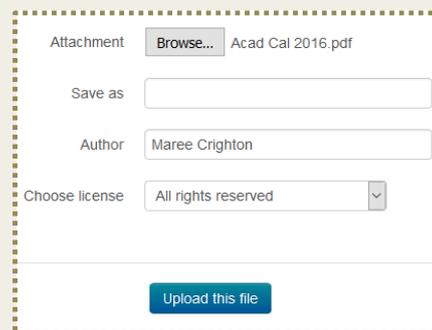


Figure 14: File Picker

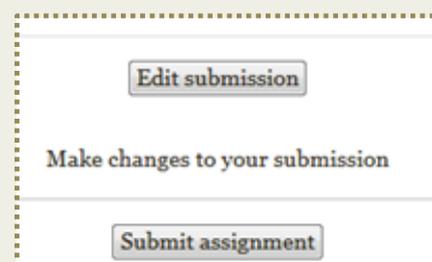


Figure 15: Submit assignment

# ASSESSMENT TASKS



## 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 when your marked assignment is ready to collect online in Moodle.

## Can I get an extension?

To formally request an extension complete the **Request for Extension form** online. You'll find this form in your Moodle Course Page.

Click on the title (shown below) and follow the instructions that appear.

[Request for Extension of Time for an Assessment Task](#)

The Dean of Studies will automatically receive email notification that your request for an extension has been made. He considers extension requests that are made at least 24 hours before the assignment is due, and if it is for a serious reason.

A serious reason is an external factor (family bereavement, illness with a doctors certificate), or a factor not under the student's control and not known in advance.

The Dean will advise you of the outcome by email within two working days.

## Where to find your marked assignments

You are required to collect your marked assignments from Moodle in the **Electronic/Online Assignment Submission** block in your course page.

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

1. Navigate to the Electronic Assignment Submission area in your Moodle Course Page.
2. Click on the title of the assignment task that you've handed in.

### Online Assignment Submission

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

Figure 16:  
Assignment Task

3. You'll be directed to a screen that has your assignment uploaded as either a word or pdf document (*Figure 17*). Here you'll find both your marked assignment and your marking schedule.

Click on each document to open it.

### 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 17: Submit assignment

## Need help?

If at any time you become concerned about delays in the return of your marked assignment, in the first instance please contact your lecturer. Your lecturer's contact details can be found on the first page of the course unit booklet that is located in your Moodle Course Page.

For further assistance regarding handing in your assignment or collecting it in Moodle, please do not hesitate to email [maree@gsc.ac.nz](mailto:maree@gsc.ac.nz) or call on 09 361 1053 ext 701 between 9am and 1.45pm.