



E-Learning Assignment Guidelines

Assignments are designed to demonstrate your understanding of the materials covered within the course or, if required, outside research tasks that may be set from time to time.

Weight:

Set assignments will carry 80% of the overall course marks.

In-class participation will carry 20% of the overall course marks.

Format:

Assignments can take the form of:

- Multiple choices
- Short answers
- Calculations
- Diagrams and drawings
- Use of simulation software or remote laboratories
- Case studies

Assignments are designed to take approximately four to five hours to complete. However, this will vary from student to student.

Marking of Assignments

The following classifications are used for final results:

Grades	Marks
A	80–100
B	70–79
C	60–69
D	50–59
Fail (N)	49–0

Marking Guidelines

Grade: A

Mark Range : 80–100

Description: Excellent

Assessment Guidelines:

The student demonstrates ability to use the full range of learning resources consistently and correctly communicates using precise industry and technical terminology and demonstrates critical judgement and sound reasoning to organise and evaluate in relation to the set task



The student demonstrates a thorough understanding and application of a range of tools and theoretical applications, including an extensive understanding of the theory covered, an in-depth industry and technical knowledge of relevant drawings, diagrams and documentation that are relevant to industry practice and a capacity to accurately and logically apply relevant formulae and perform mathematical calculations

The student participates and engages confidently in academic and professional communication with others

Grade: B

Mark Range: 70–79

Description: Very Good

Assessment Guidelines:

The student manages their own learning using the full range of resources for the specific discipline with minimum guidance, communicates using specific industry and technical terminology and demonstrates a detailed understanding and application of a range of tools and theoretical applications

The student demonstrates detailed industry and technical knowledge and understanding relevant to specific competencies, demonstrates an understanding of the theory covered as it applies to industry and has the capacity to analyse all elements of specific tasks within the topic, including a thorough understanding of drawings, diagrams and documentation and their importance in industry practice

The student demonstrates capacity to organise and evaluate and logically and competently apply relevant formulae and perform mathematical calculations

The student participates effectively in academic and professional communication with others

Grade: C

Mark Range: 60–69

Description: Good

Assessment Guidelines:

The student manages learning using resources for the discipline, communicates using appropriate industry and technical terminology and demonstrates a sound understanding and application of the performance required in the use of a range of tools and theoretical applications

The student demonstrates sound industry and technical knowledge and understanding relevant to specific competencies, demonstrates a basic understanding of relevant theory as it applies to industry, including a general understanding of drawings, diagrams and documentation and their relationships to industry practice and a capacity to analyse elements of specific tasks

The student has the capacity to structure written responses in a descriptive manner, logically apply relevant formulae and perform mathematical calculations

The student participates and contributes in group discussions



Grade: D

Mark Range: 50–59

Description: Pass

Assessment Guidelines:

The student works within an appropriate ethos, can use and access a range of learning resources and communicates using basic industry and technical terminology

The student demonstrates an understanding of the performance required in the use of a limited range of tools and theoretical applications, demonstrates basic industry and technical knowledge and understanding relevant to specific competencies and comprehends basic elements of specific tasks in the topic, including a general understanding of drawings, diagrams and documentation

The student displays a limited understanding of the theory covered as it applies to industry, demonstrates a basic understanding of the application of formulae and mathematical calculations and structures written responses using unsupported generalisations

The student's participation and contribution is limited.

Grade: N

Mark Range: 0–49

Description: Fail

Assessment Guidelines:

The student accesses and uses a limited range of learning resources, communicates using non-industry specific terms and demonstrates a superficial understanding of the performance required in the use of a limited range of tools and theoretical applications

The student demonstrates limited technical and industry knowledge and understanding relevant to specific competencies, recounts elements of specific tasks in the topic and displays only an elementary understanding of the theory covered as it applies to the industry with a limited understanding of drawings, diagrams and documentation

The student structures written responses using unsupported generalisations and irrelevant material, demonstrates only a limited ability to apply relevant formulae and perform mathematical calculations

The student rarely communicates and participates.

Returning Assignments and Feedback

Your assignment grades will be available on Moodle.

You will also receive a model answer sheet as well as your original assignment with feedback from the lecturer.

Lecturers will provide feedback to ensure the grade allocation is explained and understood in terms of the learning outcomes and marking criteria set for the unit.



Overall Course Grade

To determine your overall course grade, the lecturer will determine your average mark and also take into account performance within live webcasts and group discussions.

Grade Disputation and Re-Marking

If you disagree or are unhappy with the mark given, a formal request should be submitted to the course coordinator. You must note that if you request the assignment to be remarked, the first mark will no longer be relevant.

Late Submissions

Assignments received after the due date will incur penalty marks of 5% per day. Assignments submitted more than seven days late will not be marked.

Extensions or exemptions for assignments may be granted if the student provides a medical certificate, or has satisfactory reason. The course coordinator should be notified prior to the due date, if you wish to receive an extension.

Webcast Attendance

You are required to attend at least 70% of the live webcasts in order to successfully pass the course. If you have exceptional work, family or health circumstances which prevent you from attending a particular webcast, please notify your course coordinator prior to the webcast date.

Participation Marks

Lecturers will be required to monitor your interaction and contribution during webcasts. You will be allocated a participation mark for each module based on the following contribution levels:

- 1 – Student has limited participation and communications
- 2 – Student participates with others and contributes to discussions
- 3 – Student frequently participates and contributes in discussions