

Introduction

Individuals enrolled in programs will be expected to complete a range of assessment activities and presentations throughout their learning with EQUALS. These guidelines have been prepared as an important source of information during the preparation and submission of assignments and other assessment activities. Other useful resources will include your Student Handbook and your Course Facilitator or Co-Ordinator.

It is vital that individual students understand the importance of accurate, meaningful and authentic assessments.

Assignment Expectations

Formal Requirements

A program Assignment Cover Sheet (available online at www.equals.edu.au/downloads) must be submitted with each written assignment

Title Page

The title page of your assignment should be structured as follows:

- Your Name and Student No. (if appropriate)
- Title of assignment
- Subject
- Lecturer
- Due Date
- No. of Words

Table of Contents

The table of contents should show an outline of the information in the essay and where to find it.

Introduction

A synopsis of the work. The introduction should contain a brief description of the aims and purposes of the essay and a statement of what you intend to discuss.

Essay / Report

The body of the essay should elaborate on the main points you set out in the introduction and presented in logical sequences. If you are completing a report, you are able to utilise key headings and sections within your piece.

Conclusion

A summary of the work. The conclusion is a brief summary of your essay to a close. Do not include any new information in the conclusion.

Bibliography/Reference List

A list of sources cited within the assignment. Refer to following pages.

Appendix

Any chart and / or statistics which are too bulky to place in the essay, but which are referred to in the assignment.

Assignment Guidelines

Copy of Assignment

All students **must** keep a copy of all assignments. EQUALS assumes no responsibility for lost or late assignments/assessment activities. Students are required to copy any item to be submitted for marking.

Structure of Assignment

Assignments should be either typed or written legibly in either blue / black ink, on A4 white paper.

Write on **one** side of the paper and leave a wide (4cm) margin on the left-hand side, and a **medium** (2cm) space on the top and bottom of the page.

If typing use double spacing.

Assignments should be clearly written logical, well planned, display evidence of wide reading and effective.

Submission of Assignment

Assignment **must** be submitted by the due date. Your Educator will provide you with a due date at the time the assignment is set.

The facilitator teaching the subject area, only under exceptional circumstances may grant an extension for late submission. If an extension is required the student should submit a written application to the facilitator teaching the subject with supporting evidence.

Assessment of Assignment

Assignments will be usually be assessed in terms of the following criteria

Plan and Structure

The assignment should follow the format outlined in the guidelines given.

Application & Content

The assignment should communicate ideas and information clearly, and include references to relevant literature to support or validate them. It is expected that information provided will be critically analysed, rationale given and all arguments well supported.

SOME HELPFUL HINTS:

- Keep your sentences short
- Use simple rather than complex big words
- Avoid unnecessary words
- Use terms that describe the situation you are writing about in the best possible way

Evidence Reading

The assignment should show evidence of reading as reflected in the reference list.

Referencing

When you write a paper and include someone else's ideas you must acknowledge this source. The act of using and not referencing the other person's work is called plagiarism. Please refer to the following pages for information.

Plagiarism

Plagiarism of any kind is a serious breach of academic guidelines and contravenes the EQUALS Code of Ethics. Any student found to be involved in academic misconduct will face disciplinary actions. Plagiarism consists of trying to pass off someone else's work, as one's own, without proper acknowledgment of citation.

'Proper acknowledgement' means that any work that you summarise, paraphrase or quote must be referenced.

For more information, please see your Student Handbook – regularly updated and available at www.equalsonline.edu.au/downloads.

Collusion

Use of another student's work can lead to an accusation of collusion. If collusion can be demonstrated, the student involved will be required to re-write and resubmit their assignment or be awarded a fail for the assignment.

Reference Citation

When using another person's options or words the source must be acknowledged.

The reference should be made within the text of the assignment (author's surname, year of publication and page number) and full details included in the reference list.

Direct Quotations

If the work is copied verbatim from a printed document it must have single quotation marks and must end with a footnote, either at the base of the page or at the end of the paper, indicating, in the proper academic manner, the source of the quotation.

You must acknowledge the source by giving the authors name, year of publication and page number.

Short Quotations

Consist of a phrase or a brief sentence (fewer than 30 words) and may, by using inverted comma(s), appear as part of your own sentence – with the page number in brackets given after the final inverted comma.

Example

It had been noted that students generally display a poor understanding of reference citation. Facilitators concluded that students should be required to use the Harvard reference system, which according to Grayston et al, (1988) is 'straight forward and relatively easy to use' (p.29). Refer to the publication Manual of American Psychological Association 3rd Edition.

Long Citations

Consist of more than 30 words and should form a new paragraph and be indented (if typing use single spacing). No inverted comma(s) are required. The author's name, year of publication and page number should be given in brackets at the end of the quotation. Alternatively, the author's name and year of publication may be given prior to quotation and the page number in brackets at the end of the quotation.

Example

The style Manual Committee (1991) stated:

In deterring the extent of documentation, an author must be mindful of the need for the balance between the requirements of scholarship and ease of reading. Excessive documentation can be distracting, while insufficient documentation may suggest a tenuous or poorly researched argument. All methods of citation require meticulous preparation and presentation. The choice of method will be determined to a large extent by the nature of the book or article. No attempt should be made to combine the Methodism and only one should be used to the same text (p.129).

Secondary Source

If reference is made to a study, which you did not read but which was reported in another publication, which you did read then you must use the form 'cited in'. Cite the source you read and give the date of both references in the text.

Example

Bowbly (1971) cited in Henderson (1985) claims there is no species in which attachment takes so long to appear.

Bibliography/Reference List

The Bibliography is completed at the end of your assignment. The Bibliography is listed in alphabetical order according to the author's surname.

Books and book chapters

Surname, initials, year, (Chapter no.& 'title'), in *Book Title*, Edition (if applicable), Publisher, Place of publication. *Italicise* the book title only.

Example

Robinson, M.J., 1986, *Practical Paediatrics*, Churchill Livingstone, Melbourne.

Strube P., 2003, Chapter 1, 'The metric system and measurement', in *Body works: physics and chemistry for nurses*, 2nd Edition, Prentice Hall Health, Australia

Journal Article

Surname, initials, year, 'Title of Article', *Title of Journal*, Volume Number and/or month, page number(s). *Italicise* the journal title only.

Example

Willems, J.S. & Copel, L.C., 1989, 'Performing C.P.R on children', *Nursing*, vol.89, February, pp. 57-64.



Assignment Guidelines

Note the use of the comma; full stop; inverted comma(s) in the referencing.

Web Site

Author, date, title of document, edition (if applicable), access date, URL,

Example

Ruwoldt, M.L., *About RMIT University*, viewed 29 January 2001,
<http://www.rmit.edu.au/About/index.html>

Submission of Assignments

All assignments should be submitted into the Assignment Box, by the due date.

If there are any concerns about your assignment make an appointment to speak to your Educator concerned as soon as possible.

Students who fail to arrange an agreed extension date for their assignments and/or who fail to submit their assignments will be required to submit their assignment within 5 working days of the due date and may be required to pay a late assessment fee. Payment of the late fee must be made at the time of assignment submission.

Grading/Marking

Assignments are not normally graded with traditional academic grading such as Distinction, Credit, P1 or P2. Usually assignments are marked either CA (Competency Achieved) or CNA (Competency Not Achieved or Competency Not Yet Achieved).

General

If you would like further information on any part of this document or any other queries relating to assignment or assessment activities, please contact:

Casana Goodchild

cgoodchild@equals.com.au

Student Declaration

I have read and understood the information outlined in the Student Assignment Guidelines;
I agree to comply with all requirements outlined in the Student Assignment Guidelines;
I will submit wholly my own work and will adequately reference all external information sources;
I understand the consequences of academic misconduct, eg. plagiarism and undertake to ensure that all assessment activities/assignments will be handed in on or by the due date;
I will ensure that a copy of all assignments/assessment items is retained by me prior to assignment submission.

Name of Student: _____ Signature of Student: _____

Date: ____ / ____ / ____