

COIT20249 Assessment Details

Assessment item 2—Portfolios

Due date:	See page 2 for details about submission deadlines for each item.	ASSESSMENT
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Please Note: Moodle uses AEST time. That is, if you live outside Queensland you will have to adjust the time for final submission (due date and time).

Weighting:	40%
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Length:	Depends on each activity
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Objectives

This assignment is designed to encourage the development of professional skills through the completion of weekly activities relevant to the role of an Information and Communication Technology (ICT) professional. Please refer to the Unit Profile to see how this assessment item relates to the Unit Learning Outcomes.

These objectives will be measured by the ‘closeness of fit’ to meeting the assessment requirements and marking criteria.

General Assessment Criteria

Assessments provide the opportunity for students to demonstrate their knowledge and skills to achieve the required standard. To do this, assessment responses need to be both clear and easy to understand. If not, the University cannot determine that students have demonstrated their knowledge and skills. Assessments will, therefore, be marked accordingly including the potential for **0 (zero) marks** where relevant.

Portfolio items 1 (PF1) and 2 (PF2) **must** focus on the topics given in the specifications for each item. Any assessment items outside the required topic **may** be awarded **0 (zero) marks**. These Portfolio items must be submitted as per the requirements.

PF2 is focused on addressing requirements of the Report (Assessment 3). The intent of PF2 is to provide you with constructive feedback to help you successfully complete the Report. Therefore, PF2 must focus on the case study scenario given in the Report Assessment Specification (Assessment 3) or you **may be awarded 0 (zero) marks** and receive minimal feedback.

If you use Track Changes when writing PF1 or PF2 you must ensure that the submitted document is the **final and correct version** of the document. That is, if your PF1 or PF2 submissions contains Track Changes or Comments or any other editing marks that impact on the marking process, your submission **may** be awarded **0 (zero) marks**. It is **your responsibility** to submit the final and correct version of all your written submissions.

Portfolio item 3 (PF3) consists of three on-line Quizzes identified as PF3A, PF3B and PF3C. You will get **one (1) chance only** to complete each of them. They must be completed **before the due date and time**. Owing to the nature of quizzes individual extensions are **not** possible.

Formatting and Structure:

Written submissions for PF1 and PF2 should demonstrate a logical flow of discussion, and be free from typographical, spelling and grammatical errors. They should be prepared in MS-Word (or equivalent) using 12-point font (Times New Roman), 1.5 line spacing and have margins of 2.54 cm. Each assessment should address the specific requirements outlined in this document.

Students may use separate title/cover pages for each written submission. Cover/title pages are not considered as a part of the length.

Submission Deadlines

Please see Moodle for the deadlines for each written Portfolio item and online quizzes.

Students will note that there are significant changes to PF2 as result of the cancellation of face-to-face delivery. PF2 was an invigilated one-hour in-class test in Week 7 and has now been changed to a take-home test where the test questions will be made available to students at 00:05 Monday Week 7 and the test is due by 23:55 Sunday Week 7. Students are no longer required to sit the test in-class in Week 7. Students have one week to complete the test questions. Extensions will not be approved except in extenuating circumstances.

Academic Integrity

Please note that students may be required to provide proof that they completed the assessment themselves.

All assignments will be checked for plagiarism (material copied from other students and/or material copied from other sources) using TurnItIn. If you are found to have plagiarised material or if you have used someone else's words without appropriate referencing, you will be penalised for plagiarism which **could result in zero marks** for the whole assignment. In some circumstances a more severe penalty may be imposed. Useful information about academic integrity (avoiding plagiarism and other forms of misconduct) can be found at the following location:

The University's **Student Academic Integrity Policy and Procedure** is available in the policy portal <https://www.cqu.edu.au/policy>.

CQUniversity referencing guides

<https://www.cqu.edu.au/student-life/services-and-facilities/referencing/cquniversity-referencing-guides>

Guidelines with respect to self-referencing are available in Week 5 of the COIT20249 Moodle Unit website.

Submission requirements

PF1 and PF2 are to be uploaded to Moodle. The submission links can be accessed through the Assessment block on the Moodle Unit website.

PF3 (three online quizzes with different deadlines) need to be completed in Moodle. The submission/quiz links can be accessed through the Assessment block on the Moodle Unit website.

For PF1 and PF2, the uploaded documents must be fully submitted for grading purposes. That is, the assignment status should be 'Submitted for grading'.

When uploading PF1 you can fully submit it for grading purposes or it can be uploaded as a draft **before the due date and time, unless there is an approved extension**. At the due date and time Moodle will auto-submit any submissions that are in draft status. Students should not leave drafts on Moodle before the submission deadline if they are not ready for the assessment to be submitted through the auto-submission process. Be aware that any late submissions could attract late penalties.

If your PF1 is uploaded after the original due date and time **OR** you have been granted an extension by the Unit Coordinator **you must manually submit PA1 by completing the submission process until the assessment status is 'Submitted for grading'**.

PF2 must be fully submitted for grading by 23:55 Sunday Week 7. Owing to the nature of this take-home test assessment LATE submissions WILL NOT be marked nor can submissions be reverted to draft.

Assessments left as drafts on Moodle after the deadlines accrue late penalties (does NOT apply to PF2 which must be submitted by 23:55 Sunday Week 7). Late submissions attract penalties at 5% per day of the total available mark for the individual assessment item. See details in the Assessment Policy and Procedure – Higher Education Coursework in the policy portal <https://www.cqu.edu.au/policy>.

PF1 and PF2 files that are auto-submitted will **not** be reverted to draft status except in extenuating circumstances and may attract late penalties. Students need to request a reversion to draft from the Unit Coordinator and will need to provide evidence to support their request. Any assessments downloaded for marking **cannot** be reverted to draft as the marking process will have commenced.

Further details on completing the submission process are available via the 'Moodle Help for Students' link in the Support block of your Moodle pages.

Portfolio Items (Individual Assessments)

Portfolio 1 – PF1 (10 marks)

This assessment will be discussed in Week 3 and be submitted by Friday 11:55pm Week 4.

Requirements:

In Week 2, you learnt how to write professional emails and the ways to improve your email communication skills. Email has long been a dominant tool for business communication, and it is certainly imperative to make the best use of emails to communicate effectively at the workplace. However, email is not without its limitations. In this assignment, you are required to evaluate the role of emails in business communication by completing the following two tasks.

Task 1.

Identify and describe two advantages of email communication over scheduled meetings (either face to face or through online); then **identify and describe** two advantages of email communication over mobile text messages. You should write about 150 words for this task.

Task 2.

Describe two different scenarios (either hypothetical, or from your own experience, or from the stories you have read or heard) in the daily work as a typical ICT professional where email is not the best channel for communication. **Explain** why in each scenario emails are not recommended to be used. **Propose** an alternative way of communication that suits each scenario and **explain** the advantage(s) of that communication method over emails. You should write about 350 words for this task.

Submission details:

1. Submit the MS-Word file (.doc or .docx file) to Moodle.
2. You should use the Unit and ALC materials from Weeks 1, 2 and 3 as relevant to get the skills needed for this assessment.
3. The entire Word file must be able to be processed in Turnitin – that is, it must contain text and NOT images. **Any words presented as an image will receive 0 marks.**
4. Total word count should be around 500 words +/-10%. Any coversheet you provide is not included in the word count. You must provide separate headings for each task for clarity.
5. Check spelling/grammar/structure of your submission.
6. You do not need to provide any references.

Marking Criteria (Total 10 marks)

1. Clearly described the advantages of emails over other communication methods as required in Task 1. The advantages identified are correct. **(2 marks)**
2. Clearly described the two scenarios as required in Task 2. The descriptions reflect normal working scenarios in an ICT profession. **(2 marks)**

3. The explanation as to why emails are not recommended in each scenario is clear and sound. **(2 marks)**
4. Proposed a suitable communication method in each scenario and clearly explained the advantage(s). **(2 marks)**
5. Length – the total word count for PF1 approximately 500 words +/-10% and correct spelling/grammar/structure/ease of reading and layout. **(2 marks)**

Portfolio 2 – PF2 (15 marks)

IMPORTANT INFORMATION: Changes to PF2

PF2 was initially an invigilated one-hour in-class test conducted in Week 7. As we have now transitioned to online teaching, there have to be necessary changes made to that assignment item. We would like to preserve the nature of PF2 as much as it is possible and ensure that it continues to be aligned with the learning outcomes, but have due regard to the practicality, feasibility and equity of the assessment item. Upon careful consideration and following the approval of the Course Committee, the changes to PF2 are summarised below:

	Previous PF2	Current PF2
Invigilated?	Yes.	No.
Closed book test?	Semi closed book. Only permitted material was allowed.	Open book test.
In-class?	Yes.	No.
Start of the test	The test questions are made available 5 - 10 minutes before the test conducted in Week 7 class.	00:05 Monday Week 7.
Duration	1-hour test	Students will have 1 week to complete this assessment. This allows maximum flexibility for student to complete this test, considering some students may not be available during class time or on a specific day in the week. This also means that the lecturers will not be available during your attempt as different students may select different times to complete this quiz.
Indication of workload	Preparation for the quiz by reviewing the case study in Report Assessment and the references provided in Week 6 (or before the in-class test). One-hour for completing the test in Week 7.	Reviewing the case study in Report Assessment before Week 7. Read and study the references in Week 7 and attempt the quiz questions in Week 7. Students have the freedom to choose how long they spend on the quiz questions, however, the indicative workload for completing the quiz question is 1 hour.
Due date	By the end of test in Week 7 class as instructed by the local lecturer.	23:55 Sunday Week 7
Extension	Extension is impossible unless there is an extremely extenuating circumstance.	
Weighting	15%	
Online?	PF2 was/is not an online test, that is, students are required to answer the test questions in a MSWord document and submit that document to Moodle via the PF2 assessment page.	

Requirements

By now you should start organising your ideas and arguments for the Report (Assessment item 3). To ensure that you submit the best Report possible, it is important that you seek constructive feedback from your local lecturer. PF2 requires you to demonstrate your understanding of the report case study

requirements and the type of information you need to gather through the research process. This will be marked and returned to you in time for you to use the feedback to improve your Report.

You will be provided a template (test questions) to complete the assessment.

There are three parts to PF2:

1. There will be two questions about the report case study for the current term.
2. As part of the test, you will be provided with details of two references relevant to the technology topic covered in the report. You are expected to read and understand the contents of those references. You need to review and evaluate those references using the ARE framework, Triple R framework and the Annotated Bibliographies work covered in Weeks 2 and 3 of the Term. There will be random questions from the materials provided.
3. The final question requires you to paraphrase a short paragraph from a provided reference. You will be provided with a particular paragraph and you will have to paraphrase it. The paragraph should be paraphrased and structured according to the paraphrasing and paragraph structuring guidelines covered in ALC embedded sessions in Weeks 2 - 5.

PF2 responses for Part 1 **must relate** to the case study described in the Report Assessment Specification (Assessment 3) and the responses for Part 2 **must relate** to the provided references. Part 3 must focus on the given paragraph. Otherwise, these sections will receive a 0 mark and no feedback.

Marking Criteria (Total 15 marks)

- Brief Analysis of the Report Case Study (Assessment 3 Specification) as set out in Part 1 (**5 marks**).
- Review and evaluate two references as set out in Part 2 of requirements above, using the ARE framework, Triple R framework and/or Annotated Bibliographies framework (**5 marks**).
- Paraphrase a paragraph as given in Part 3 of Requirements (**5 marks**).

Portfolio 3 – PF3 (15 marks – 5 marks for each quiz)

Requirements

Portfolio 3 (PF3) consists of three online Quizzes with Multiple Choice Questions. These quizzes are scheduled for completion in Weeks 5, 9 and on Monday after Week 12. These quizzes test various skills and knowledge covered during the term, including weekly topics, scheduled class activities and also ALC embedded sessions.

It is highly recommended that students attend all workshops and review all relevant materials before attempting each quiz.

The total mark for Portfolio 3 is 15 marks while each quiz is worth 5 marks. Check the deadline for each quiz on Moodle.

- PF3A – deadline in Week 5, covers materials from Week 1 to 4.
- PF3B – deadline in Week 9, covers materials from Week 5 – 8.
- PF3C – deadline on Monday after Week 12, covers materials from Week 9 – 12.

Each quiz will consist of 10 random questions (Multiple Choice) from the Weeks covered above. You will get 45 minutes to complete each quiz.

You do not have to complete the quizzes in class but it is your responsibility to complete on time.

Note you will have one (1) attempt only to complete this quiz.

You are strongly urged to complete each quiz well before the due date and time. It is not possible to provide individual extensions for online quizzes for any reason including technical problems that are beyond your control.

Save your responses as you keep working. Avoid losing your work. TaSAC has advised that students should use two different browsers if you are referring to the Unit materials while completing the quiz. This will help reducing the risks of losing your work that may occur if a technology issues occurs during the checking the unit materials.

There will NOT be any opportunities to complete the task after the due date and time because the marks will be released to those students who completed the Quizzes.