

### CCT College Dublin Continuous Assessment

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| **Programme Title:** | Bachelor of Science in Computing in Information Technology | | |
| **Cohort:** | Year 1 (FT) | | |
| **Module Title(s)**: | Time and Task Management | | |
| **Assignment Type:** | Individual Homework | **Weighting(s)**: | **1st Checkpoint: 10%**  **2nd Checkpoint: 10%**  **Total: 20%** |
| **Assignment Title:** | Study plan | | |
| **Lecturer(s)**: | James Garza | | |
| **Issue Date:** | 27th September 2021 | | |
| **Submission**  **Deadline Date:** | **1st checkpoint: 2nd October 2023**  **2nd checkpoint: 12th December 2023** | | |
| **Late Submission**  **Penalty:** | NO LATE SUBMISSIONS ALLOWED | | |
| **Method of**  **Submission:** | **Moodle** | | |
| **Instructions for**  **Submission:** | **PDF format** | | |
| **Feedback**  **Method:** | **Results posted in Moodle gradebook** | | |
| **Feedback Date:** |  | | |

**Learning Outcomes:**

Please note this is not the assessment task. The task to be completed is detailed on the next page. This CA will assess student attainment of the following minimum intended learning outcomes:

1. MIMLO 1: Understand the importance of change, and the challenges and opportunity this presents (Linked to PLO 1 (stage 1/2 SLO 1)).
2. MIMLO 2: Demonstrate an ability to set goals related to learning, plan for the achievement of those goals, independently manage time and effort, and independently assess the quality of learning from the learning experience (Linked to PLO 7 (stage 1/2 SLO 7))

Attainment of the learning outcomes is the minimum requirement to achieve a Pass mark (40%). Higher marks are awarded where there is evidence of achievement beyond this, in accordance with QQI *Assessment and Standards, Revised 2013*, and summarised in the following table:

|  |  |  |  |
| --- | --- | --- | --- |
| **Percentage Range** | **CCT**  **Performance Description** | **QQI Description of Attainment** | |
| **Level 6, 7 & 8 awards** | **Level 9 awards** |
| 90% + | Exceptional | Achievement includes that required for a Pass and in **most** respects is significantly and consistently beyond this | Achievement includes that required for a Pass and in **most** respects is significantly and consistently beyond  this |
| 80 – 89% | Outstanding |
| 70 – 79% | Excellent |
| 60 – 69% | Very Good | Achievement includes that required for a Pass and in **many** respects is significantly beyond this | Achievement includes that required for a Pass and in **many** respects is significantly beyond this |
| 50 – 59% | Good | Achievement includes that required for a Pass and in **some** respects is significantly  beyond this | Attains all the minimum intended programme learning outcomes |
| 40 – 49% | Acceptable | Attains all the minimum intended  programme learning outcomes |
| 35 – 39% | Fail | Nearly (but not quite) attains the relevant minimum intended learning outcomes | Nearly (but not quite) attains the relevant minimum intended learning outcomes |
| 0 – 34% | Fail | Does not attain some or all of the  minimum intended learning outcomes | Does not attain some or all of the  minimum intended learning outcomes |

Please review the CCT Grade Descriptor available on the module Moodle page for a detailed description of the standard of work required for each grade band.

The grading system in CCT is the QQI percentage grading system and is in common use in higher education institutions in Ireland. The pass mark and thresholds for different grade bands may be different from what you have experience of in the higher education system in other countries. CCT grades must be considered in the context of the grading system in Irish higher education and not assumed to represent the same standard the percentage grade reflects when awarded in an international context.

Assessment Task

Students are advised to review and adhere to the submission requirements documented after the assessment task.

# Assessment Overview:

This assignment consists of **2 submissions and 4 sections in total:**

### First Checkpoint

* + Initial planning

### Second Checkpoint

* + Final planning
  + Comparison
  + Final reflection

Application suggested to create the planners: **Canva**.

## First Checkpoint (submission date: 2nd of October 2023)

*Initial planning:*

You need to submit an **initial plan of study** and a **one-page repor**t explaining concisely the logic behind your planning.

This initial plan **must** contain:

* Weekly calendar
* Semester calendar

The **Weekly calendar** should contain **at least the following:**

* All your modules schedule
* Working hours (approximately)
* Time to study
* Time to rest
* Spare time

The **Semester calendar** should be **divided into Weeks** (from Week 1 until Week 13). It should contain **at least**:

* CAs’ submission dates
* Small description of CAs (individual or in group, type of CA, difficulty)
* Estimate when you should start studying or preparing your CA

**NOTE:** *You can add extra notes/comments in your calendars if you think they are significant for your study plan.*

## Second Checkpoint (submission date: 16th of December 2023)

*Final planning:*

You need to submit your **final plan of study** for your semester and a **report** explaining concisely the logic behind your planning.

This plan **must** contain:

* Weekly calendar:
* Semester calendar

Both calendars should **follow the structure of the calendars submitted for the 1st Checkpoint**; however, you should provide the real planning that you used during the semester. For example: the actual dates you started to study or prepare a CA and the actual hours you allocated to study per week.

*Final reflection:*

Answer **honestly and shortly** the following questions:

1. How accurate and real your initial planning was?
2. Were you able to follow your initial planning perfectly?
3. Do you think that the changes between your original planning and the final planning worked for the better for you? Or do you think that it should have been better to follow the initial planning?
4. Do you think that planning in advance helps you to keep track of all your modules and assignments?
5. What would you have done differently?
6. What would you keep doing in the following semester to help you to study?
7. Extra observations.

**NOTE:** *YES/NO answers will* ***not be accepted or graded****.*

# Marking Scheme:

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| --- | --- | --- |
| **Checkpoint & Submission date** | **Description** | **Weighting** |
| 1st Checkpoint Due 2/10/2023 : Initial Planning. | * Weekly Calendar   + Missing 0%   + Some requirements missing. 0-10%   + All the requirements. 0-20%   + Extra significant comments. 0-10% | 0-30% |
| * Semester Calendar   + Missing 0%   + Some requirements missing. 0-10%   + All the requirements. 0-20%   + Extra significant comments. 0-10% | 0-30% |
| * Report with Logical Decisions. 0-20% | 0-20% |
| * Design and Clarity   + No design applied. 0%   + Some sort of design. 0-10%   + Colour coded, extra features to add clarity. 0-10% | 0-20% |
| **TOTAL** |  | **100%** |

|  |  |  |
| --- | --- | --- |
| **Checkpoint & Submission date** | **Description** | **Weighting** |
| 2nd Checkpoint Due 12/12/2023 : Final Planning. | * Weekly Calendar   + Missing / Same calendar. 0%   + All the requirements missing. 0-10%   + Extra significant comments. 0-10% | 0-20% |
| * Semester Calendar   + Missing / Same calendar. 0%   + All the requirements missing. 0-10%   + Extra significant comments. 0-10% | 0-20% |
| * Report with Logical Decisions. | 0-20% |
| * Design and Clarity   + No design applied. 0%   + Some sort of design. 0-10%   + Some sort of design. Colour coded, extra features to add clarity. 0-20% | 0-20% |
| * Questions answered   + Missing 0%   + Some questions not answered / Yes or No answers 0-10%   + All questions answered adequately 0-20% | 0-20% |
| **TOTAL** |  | **100** |

### Submission Requirements

All assessment submissions must meet the minimum requirements listed below. Failure to do so may have implications for the mark awarded.

All assessment submissions must:

* + Be submitted in a PDF Format.
  + Be submitted by the deadline date specified or be subject to late submission penalties.
  + Be submitted via Moodle upload.
  + Use [Harvard Referencing](http://40.115.124.2/sp/subjects/guide.php?subject=harvardref) when citing third party material.
  + Be the student’s own work.

### Include the CCT assessment cover page.

**Additional Information**

* + Lecturers are not required to review draft assessment submissions. This may be offered at the

lecturer’s discretion.

* + In accordance with CCT policy, feedback to learners may be provided in written, audio or video format and can be provided as individual learner feedback, small group feedback or whole class feedback.
  + Results and feedback will only be issued when assessments have been marked and moderated / reviewed by a second examiner.
  + Additional feedback may be requested by emailing by the same week of feedback provided. Additional feedback may be provided as individual, small group or whole class feedback. Lecturers are not obliged to respond to email requests for additional feedback where this is not the specified process or to respond to further requests for feedback following the additional feedback.
  + Following receipt of feedback, where a student believes there has been an error in the marks or feedback received, they should avail of the recheck and review process and should not attempt to get a revised mark / feedback by directly approaching the lecturer. Lecturers are not authorised to amend published marks outside of the recheck and review process or the Board of Examiners process.
  + Students are advised that disagreement with an academic judgement is not grounds for review.
  + For additional support with academic writing and referencing students are advised to contact the CCT Library Service or access the [CCT Learning Space](http://learningspace.cct.ie/subjects/index.php).
  + For additional support with subject matter content students are advised to contact the [CCT Student](https://moodle.cct.ie/mod/forum/view.php?id=55148) [Mentoring Academy](https://moodle.cct.ie/mod/forum/view.php?id=55148)
  + For additional support with IT subject content, students are advised to access the [CCT Support Hub](https://moodle.cct.ie/course/view.php?id=1861).