

## Assessment Brief

<b>Module Code</b>	KUIC 00057	<b>Module Title</b>	Academic and Digital Skills
<b>Delivery Instance</b>	-	<b>Module Leader</b>	Busayo Ajala
<b>Assessment Number</b>	1	<b>Assessment Type</b>	Group Presentation
<b>Assessment weighting</b>	50%	<b>LO assessed</b>	1,2
<b>Due date</b>	6th November 7th November, 9th November 2023	<b>Feedback date</b>	26th November 2023

### Detailed Assessment Guidance:

#### Details of the assessment task:

- Students will demonstrate proficiency in the use of Excel Spreadsheet and PowerPoint through a paired group presentation on a specified topic.

#### Expectations of writing style:

- The presentation should be clear, concise, and effectively communicate the specified topic. Visual aids such as diagrams, charts, and images are encouraged.

#### Format restrictions:

- Use Microsoft PowerPoint for the presentation. Ensure slides are easily readable with a consistent font size and style. Avoid overloading slides with too much text.

#### Guidance on completing the assessment:

- Collaborate effectively with your partner, ensuring equal contribution. Review the module materials related to Excel and PowerPoint. Practice the presentation to stay within the time limit.

#### Relation to module learning outcomes:

- This assessment addresses learning outcomes 1 and 2 from Module Specification

#### Expectations for maximum success:

- Accurate use of Excel and PowerPoint, effective collaboration, clear communication, and a comprehensive coverage of the specified topic.

#### Key theme links:

- By mastering Excel and PowerPoint, students will be better prepared for future academic and professional tasks, enhancing employability.

**Contact for Queries**

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**Confidentiality/Anonymity Requirements**

This assessment is not anonymous due to the nature of the presentation where examiners and candidates are present together.

**Ethical Requirements**

Maintain academic integrity by ensuring originality in your work and giving credit to sources where necessary.

**Permitted Resources**

Students are allowed to use Microsoft Excel and PowerPoint. No additional resources or aids are permitted during the presentation.

**Referencing**

Any external source or data utilized in the presentation should be appropriately referenced following the university's prescribed referencing style.

**Marking Criteria**

Marking will be based on the assessment rule 40%. Specific criteria include proficiency in using the tools, clarity of presentation, collaboration effectiveness, and depth of content.

**Prepared by: Busayo Ajala**

**Date last updated: 22/09/2023**