

## 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.

<p><b>Contact for Queries</b></p> <p>Busayo Ajala - <a href="mailto:a.busayo@keele.ac.uk">a.busayo@keele.ac.uk</a></p> <p>Usman Ibrahim <a href="mailto:u.ibrahim@keele.ac.uk">u.ibrahim@keele.ac.uk</a></p>
<p><b>Confidentiality/Anonymity Requirements</b></p> <p>This assessment is not anonymous due to the nature of the presentation where examiners and candidates are present together.</p>
<p><b>Ethical Requirements</b></p> <p>Maintain academic integrity by ensuring originality in your work and giving credit to sources where necessary.</p>
<p><b>Permitted Resources</b></p> <p>Students are allowed to use Microsoft Excel and PowerPoint. No additional resources or aids are permitted during the presentation.</p>
<p><b>Referencing</b></p> <p>Any external source or data utilized in the presentation should be appropriately referenced following the university's prescribed referencing style.</p>
<p><b>Marking Criteria</b></p> <p>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.</p>
<p><b>Prepared by:</b> Busayo Ajala</p> <p><b>Date last updated:</b> 22/09/2023</p>