Assessment Policies & Guidelines

Plagiarism

The purpose of an assessment in this module **is to gauge YOUR ability** with web development technologies, and **YOUR problem-solving abilities** with regard to applying those technologies to implement the solution to a particular problem.

You can only get marks if you exhibit **YOUR OWN** skills in those areas.

Taking code from other sources (e.g. the Internet, or other students in your class) and handing them up in your assignment gives no indication of your ability. Neither does having other people do your assignment for you.

In either case you won't receive any marks for that work. CIT has a duty to award marks that reflect **YOUR** ability in the learning outcomes of each module you take. Failure to do that will damage the reputation of the degree, which affects everybody in the course. Trying to pass off the work of others as your own is an infringement of college rules and will be treated as such.

(There will be other modules that will assess your ability to legitimately use code from other sources. This is not one of those modules.)

There are two main issues here:

> **Academic Honesty**
> Deliberately giving the impression that the work of others is your own work is not allowed.

> **Authorship**
> You can only get marks for work that is your own.

There may be cases where you violate only one of these. (E.g. You can write all your own code but also give it to someone else to submit as their own work - this is also plagiarism - or use someone else's code but clearly state that the code is not yours.)

In cases where you do you use the work of others, but you let me know that you did so, you won't be penalized for plagiarism but won't get marks for that particular part of the work since you didn't write it (the reason people might do this is where they need one component of an assignment to work in order to complete another component. They may forego the marks for the first component, by sourcing the code elsewhere, in order to complete the second component.)

Simply put, if you use code from another source, for whatever reason, **you must inform me and cite that source**. (Ideally you would also discuss using that code with me before submitting the assignment.)

If you try to pass off the work of somebody else as your own then the penalty will range from getting 0 marks for the whole assessment to being reported to the CIT Academic Infringement Board where your case will be officially investigated and, if found guilty, the punishments can be as severe as failing the entire year (all modules) or having your studies suspended (although it is more likely to result in you getting 0 for the module the that infringement occurred in). Plagiarism can also be noted in your academic record.

If a claim of plagiarism is made against you will have a right of reply either to the Module Examination Board (MEB) or the CIT Academic Infringement Board.

However, you may discuss the assignment with others but you cannot copy their code. There should be no transfer of files or code between you. No cutting and pasting, etc.

You can receive advice from other sources (e.g. a fellow student can describe a technique you can use, point out a bug, you might watch a tutorial on youtube, etc.) but not actual code.

As an analogy, if you were in a music school and were asked to submit a performance of a piece of music it would be ok to ask some to show you how to play a chord, but not hand up a recording of them playing the music instead of you.

If you have any doubts about whether your code infringes this policy contact me with any questions you might have.

If you are having difficulty with any part of your assignment then you can simply ask me for help in the labs, after class, or via email. The assessments were designed with this in mind.

Protecting Yourself

If two students hand up similar code they may both get 0 for the assignment. Even if one student was not aware of the plagiarism (i.e. the other student may have stolen their code).

It is your responsibility to prevent people taking your code. Leaving a computer unattended may result in another student copying your code without your consent. As it may not be possible afterwards to prove who wrote the original code, you may lose marks. For this reason, and for your own sake, **it is your responsibility** to ensure that this can never happen.

If another student copies your code you may both be penalised for plagiarism. Even if the student who copied your code admits to us they did it without your knowledge, that on its own may not be sufficient to prove you were not involved.

(Note that giving your code to other students so that they can hand it up as their own work is also considered an act of plagiarism, even if you wrote all the code.)

Tips:

> If your code is online don't share the URL with other students as server-side code can easily be downloaded and copied.
>
> If you are working in a lab frequented by others then lock your computer, or log out, if leaving it unattended.
>
> Do not email your code to other students, or give them a copy in any way, as you will have no control of its distribution after that.
>
> Do not leave printouts of your code lying around or in bins.

Marking

Read documentation and briefs carefully. Marks are awarded for the elements described in the brief (and marking scheme/rubric, if available). If you deviate from these you may lose marks, even if the work you submitted is far more sophisticated than the work that was expected. I.e. you may be spending time on work for which no marks are available at the expense of work for which marks were available.

(If you feel strongly about deviating from a brief you should check with me first)

Communicating with your Lecturer

If you have any doubts about any part of an assignment, or your own solution to it, then **it is your responsibility to contact me** as soon as possible to resolve the issue. You can contact me in class or via email.

Frequently students want to leave comments with their submissions for my attention. For example, they may describe the features they couldn't complete, or explain how to get a certain feature to work.

If you wish to do this then bear the following in mind:

> DO NOT add a comment using the comment field in the blackboard submission tool.
>
> Instead create a text file called README.TXT and add your comments there (Note: this refers to comments or notes regarding your assignment as a whole, not traditional code comments). This should be in the top-level of your submission folder.
>
> If you do have especially important comments regarding the code that you want to bring to my attention it should be in this file also. E.g. if you took some code from another source.
>
> If the comment you want to leave is sufficiently important you should consider contacting me directly about it.

If you have used code from some other source in your assignment (as discussed above) then you should mention this in the README.txt file (as well as with a comment in your actual code file).

Clarity

All the functionality of your code should be easily and readily apparent after a maximum of 5 minutes of using your code (unless the brief states otherwise). All features of your submission should be clear to see. It is your responsibility to show me the functionality of your code, not mine to find it.

Identification

When submitting your assignment, you must place your submission in a folder that has your name. E.g. "FirstName SecondName 01304040". Compress this folder and submit via blackboard (or whichever system is mentioned in the brief).

DO NOT compress a folder first and then rename the Zip file with your name. This will have no effect on the name of the folder when it is uncompressed.

Any file containing code should also contain a comment with your name and id. And any other documentation should also contain your name and id.

Failure to do so may incur a penalty

Penalties / Percentage Points

College policy for late penalties is that if you submit with 7 days after the due date your work will be corrected but you will be docked 10% from the mark for that assignment.

If you submit between 7 and 14 days late you will be docked 20%.

You will receive no marks after 14 days (NOTE: if you have a certified reason for missing a due date - e.g. an illness - the penalty may not be applied. You will need to contact me as soon as is practical to discuss this.)

All penalties, unless stated otherwise, are percentage POINTS. I.e. it is not a percentage of your mark.

For example, if you are 10 days late and submit an assignment that would normally get 45%, you will have a 20% penalty applied. Your mark will be 45-20 = 25%.

(The penalty **will not be** 20% of your mark, i.e. 20% of 45% = 9%**)**

There Should Be No Ambiguity

When submitting material, it must be clear what you want to be corrected. Failure to do so may cost you marks. For example, if you are asked to submit a single web page but you submit 3 different versions of it, I will not necessarily know which version you intended to submit. **I WILL NOT** correct everything you submit and give you the highest mark. It is your responsibility to make clear what you want corrected (Ideally by not submitting anything that is not part of the completed final assignment).

If submitting a HTML web page (or web site) then your site should have a landing page (i.e. a single page that is the entry to the site, the first page you want me to look at). This **should be called index.html** (or index.**php**, or similar., if using a server-side language). When correcting your work, I

will only check this page and any other pages that are accessible from it.

Canvas/Blackboard Issues

Remember that submitting to Canvas/Blackboard is two-step process. You must upload your file AND THEN submit the file. Failure to do the latter results in no submission being received my me, and you will receive no marks as a result.

If submitting via Blackboard you will usually have the ability to submit your work again in case you previously submitted the wrong version by mistake. Be aware that I will only correct the LAST version you submitted. If you forgot just one file then you should not resubmit the file on it own because then it will be considered your full submission. Instead you should add it the rest of your code and submit all of the files again.

It is your responsibility to make sure your assignment is submitted successfully. However, in some cases, and time permitting, I may email students when there are easily fixed issues with their submission (e.g. missing files). It is your responsibility to check for emails from me after you submit your assignment. However, you should not depend on receiving this email, and instead should double check your submission before uploading to Canvas/Blackboard.