# **SQA assessment coversheet**

**Please attach these pages to the front of your assessment.**

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| Programme title | HNC Computing |
| Unit number | H17834 |
| Unit title | Team Working in Computing |
| Learning outcome number | 1 |
| Learning outcome title | Team Working in Computing |
| Student ID | 20020709, 15029579, 22017154, 22002774. |
| Date submitted | 26.02.23 |

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| **Checklist** [**Note:** a checklist must be provided. The following questions are examples, you may use your own questions.] | ✔[[1]](#footnote-1) |
| My answer explicitly addresses the question | ✔ |
| Citations in the text use the Harvard referencing system |  |
| A bibliography is provided |  |
| All cited sources are listed alphabetically and in full in the bibliography |  |
| I have spell checked and proofread my submission | ✔ |
| Word count is within 10% of the target length | ✔ |
| File saved as a Word (.doc) or rich text file (.rtf) with the filename format  ‘Student number unit initials number’ | ✔ |
| I have completed all required sections of the coversheet | ✔ |
| Outcome 1 – Planning  Negotiation and agreeing project roles and responsibilities and allocation of roles to team members considering the expertise of the team   * Negotiation and agreeing the scope and procedures of the project * Organisation and adaptation of own role to contribute to the project * Identification of required resources to be used throughout the project * Negotiation and agreeing of working methods that is consistent with the resources available * Collaborative creation of initial project plan and allocation of project tasks and resources | ✔ |
| Outcome 2 - Developing   * Carry out research to assist with tasks * Use appropriate ICT to carry out individual tasks allocated by the group within the project schedule and present in appropriate format * Regularly inform the group and record progress of tasks and reschedule tasks as required * Collaborate in the motivation of the group to progress towards a common goal, overcoming any barriers and/or difficulties * Cooperative working and anticipation of the needs of others |  |
| Outcome 3 - Evaluation   * Seek and consider feedback and advice on your contribution to the co-operative activity and/or activities * Selection of criteria on which to base group and own evaluation * Evaluation of strengths and weaknesses of own contribution to the team activity * Effectiveness of the learner’s contribution to the negotiation of goals, roles and responsibilities * Conclusions about how effectively the team collaborated. * Peer evaluation |  |
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The University of the Highlands and Islands recognised that malpractice, where deliberately engaged in, is unacceptable as is considered a serious academic offence. Examples of the way in which malpractice can occur include:

* **Collusion** with others when an assessment must be completed by individual candidates.
* **Copying** from another candidate (including using ICT to do so) and/or working collaboratively with other candidates on an individual task.
* **Frivolous content** — producing content that is unrelated to the assessment.
* **Offensive content** — content in assessment materials that includes vulgarity and swearing that is outwith the context of the assessment, or any material that is discriminatory in nature.
* **Plagiarism** — failure to acknowledge sources properly and/or the submission of another person’s work as if it were the candidate’s own.
* **Breaching the security of assessment materials** in a way which threatens the integrity of any exam or assessment.

A full copy of the university’s Malpractice Policy and Procedure can be found here: <https://myuhi.sharepoint.com/Policies/Forms/Public%20view.aspx>

Students are responsible for ensuring the work they submit is their own and complies with the ASQR and Malpractice Policy. If you have any queries you should contact your unit lecturer or Personal Academic Tutor (PAT) before submitting your assessment.

Please note that any case of suspected malpractice will be investigated according to current UHI Academic Standards and Quality Regulations (ASQR).

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| In submitting this work, I confirm that I have read and understood UHI ASQR and malpractice policy and am aware of the possible penalties. | ✔ |

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| --- | --- |
| **Originality checker (to be completed if Turnitin is used)** | **🗸 [[2]](#footnote-2)** |
| I confirm that I received information about the use of Turnitin and was directed to Turnitin training | ✔ |
| I understand that this assignment will be submitted to Turnitin for originality checking | ✔ |

**It is highly recommended that the following questions about next steps are included in all coversheets**

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| **If you have received feedback/feedforward from coursework or an assignment for this unit/module/course, state the next steps**  You can either cut and paste these from previous assignment / coursework feedback, or pick some elements that you have decided you would like to work on |
|  |
| **If you have received feedback/feedforward from coursework or an assignment for this unit/module/course, state what you have done to address the next steps** |
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**For staff use only**

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| --- | --- | --- | --- |
| Lecturer contact number: | | | |
| Lecturer email (delete as appropriate)  [gordon.macpherson.ic@uhi.ac.uk](mailto:gordon.macpherson.ic@uhi.ac.uk) | stephen.duncan.ic@uhi.ac.uk | | | |
| Feedback/feedforward return date | |  | |
| Feedback |  | | |
| Feedforward |  | | |
| Pass / Fail - to be ratified at Progression Board  (or Grade for HN Graded Units only) | | |  |
| Sampled for Internal Verification | | | Yes / No |

**Assessment attempt:** 1

**Is an application for an additional attempt in exceptional circumstances required? No**

1. Copy and paste ✔into each box to confirm that you have read and agree with the statements. [↑](#footnote-ref-1)
2. Copy and paste **✓**into each box to confirm that you have read and agree with the statements [↑](#footnote-ref-2)