

Southampton Solent University Assessment Brief

Assessment Details

Unit Title:	Problem Solving
Unit Code:	COM300
Unit Leader:	Darren Cunningham
Level:	3
Assessment Title:	Portfolio
Assessment Number:	AE1
Assessment Type:	Continuous/Portfolio
Restrictions on Time/Word Count:	8 Task Sheets
Consequence of not meeting time limit:	<p>There is no penalty for submitting below the word/count limit, but students should be aware that there is a risk they may not maximise their potential mark.</p> <p>Assignments should be presented appropriately in line with the restrictions stated above; if an assignment exceeds the time/word count this will be taken in account in the marks given using the assessment criteria shown.*</p>
Individual/Group:	Individual
Assessment Weighting:	100%
Issue Date:	Feb 2020
Hand In Date:	14/05/2021
Planned Feedback Date:	20 working days after submission
Mode of Submission:	On-line via 'Solent Online Learning'
Number of copies to be submitted:	Where on-line submission via 'Solent Online Learning' is used, students are not required to submit a hard copy.
Anonymous Marking	<p>This assessment:</p> <p style="text-align: center;">Is exempt from anonymous marking.</p>

Assessment Task

Individual Portfolio

For this assessment, you will gradually add to a portfolio of work that demonstrates the skills you have developed throughout the unit.

On certain weeks of the unit (see below) you will be issued with an 'assessment sheet.' There are 8 of these assessment sheets in total.

You will need carry out the instructions asked of you by the assessment sheets. You will need to evidence the completion of the tasks and your understanding of the concepts involved in a word document.

Over the duration of the unit, you will progressively compile a large word document containing all tasks for all 8 assessment sheets. You will then need to upload your completed work to Solent Online Learning by the final deadline (see cover sheet)

Each individual assessment sheet will detail what needs to be done to achieve each grade (A, B, C and D).

The tasks will be based around what was covered in that week's class (though you should expect them to be a little harder in most instances)

Assessment Sheet 8

Assessment sheet 8 will be different to the other task sheets and will have its own assessment criteria (see the following page). Assessment sheet 8 corresponds directly with a unit outcome and therefore MUST be submitted. Assessment sheet 8 will have a heavy influence on the overall unit grade and in many instances, not submitting it will mean you cannot pass the unit.

In assessment sheet 8, you will be asked to write a statement in which you will reflect on your experience with this unit.

Particular emphasis should be put on skills you have developed and what you've learnt about yourself (strengths/weaknesses).

Deliverables

At the end of the unit you will need to upload **one** file to Solent Online learning:

- A word document or PDF containing all tasks completed (from the 8 assessment sheets). This document **MUST** evidence an attempt at assessment sheet 8!

Please read the following page thoroughly!

Assessment Criteria

S	F3	F2	F1	D3	D2	D1	C3	C2	C1	B3	B2	B1	A4	A3	A2	A1
Does not achieve the required standard				The portfolio demonstrates that the student is able to carry out the required tasks. No significant attempt to display any further understanding beyond this has been made.			Overall, the portfolio demonstrates practical ability and some basic understanding of the topics. For example, solutions may be accompanied by descriptions or annotations that show understanding. Alternatively, the process used to derive an answer may be described			Overall, the portfolio demonstrates good understanding of the topics. Practical tasks have been carried out to a good standard. Most of the concepts used have been explained with a good level of detail.			The portfolio demonstrates excellent practical ability and deep understanding. Further reading is apparent and, in some cases, alternative approaches are suggested and demonstrated. Explanations of concepts used are very detailed			
(Assessment Sheets 1-7)				For a D1: All D grade tasks across all task sheets have been completed For a D2: One D task may not have been completed, but was at least attempted For a D3: No more than two D grade tasks may not have been completed			For a C1: All C grade tasks/instructions have been successfully carried out. For a C2: One C grade task/instruction may be incomplete but was at least attempted. For a C3: No more than one C grade task may be missing			B1-B2: All B grade tasks/instructions across all task sheets have been successfully completed. B3: One B grade task may not have been successfully completed but was at least attempted			For an A1-A2: All tasks should be completed with no exceptions and the portfolio should be very detailed throughout with no lapse in consistency For an A3-A4: All tasks should be completed. Most sections are very detailed, but consistency may have slipped for one or two tasks.			
(Assessment Sheet 8)				The reflective report is primarily descriptive. It clearly identifies some areas that have been developed. For example, it may point out new skills that have been learnt or note topics that were previously difficult and are now understood.			Additionally, the report identifies a number of strengths and weaknesses that were discovered during the unit. Some critical evaluation has occurred.			Good levels of critical evaluation have occurred. Points are enforced by pointing to specific experiences that were encountered during the unit. The report shows consideration of how problems/weaknesses can be improved for the future.			Excellent levels of self-analysis and critical evaluation have occurred. The report is driven by examples. The report will also contextualise some topics learnt, stating how they might be useful in the future.			

Learning Outcomes

This assessment will enable students to demonstrate in full or in part the learning outcomes identified in the unit descriptors.

Late Submissions

Students are reminded that:

- i. If this assessment is submitted late i.e. within 5 working days of the submission deadline, the mark will be capped at 40% if a pass mark is achieved;
- ii. If this assessment is submitted later than 5 working days after the submission deadline, the work will be regarded as a non-submission and will be awarded a zero;
- iii. If this assessment is being submitted as a referred piece of work then it must be submitted by the deadline date; any Refer assessment submitted late will be regarded as a non-submission and will be awarded a zero.

<http://portal.solent.ac.uk/documents/academic-services/academic-handbook/section-2/2o-assessment-principles-and-regulations.pdf?t=1534423842941>

Extenuating Circumstances

The University's Extenuating Circumstances procedure is in place if there are genuine circumstances that may prevent a student submitting an assessment. If students are not 'fit to study', they can either request an extension to the submission deadline of 5 working days or they can request to submit the assessment at the next opportunity (Defer). In both instances students must submit an EC application with relevant evidence. If accepted by the EC Panel there will be no academic penalty for late submission or non-submission dependent on what is requested. Students are reminded that EC covers only short term issues (20 working days) and that if they experience longer term matters that impact on learning then they must contact the Student Hub for advice.

A summary of guidance notes for students is given below:

<http://portal.solent.ac.uk/documents/academic-services/academic-handbook/section-2/2p-extenuating-circumstances.pdf?t=1534423896787>

Academic Misconduct

Any submission must be students' own work and, where facts or ideas have been used from other sources, these sources must be appropriately referenced. The University's Academic Handbook includes the definitions of all practices that will be deemed to constitute academic misconduct. Students should check this link before submitting their work.

Procedures relating to student academic misconduct are given below:

<http://portal.solent.ac.uk/support/official-documents/information-for-students/complaints-conduct/student-academic-misconduct.aspx>

Ethics Policy

The work being carried out by students must be in compliance with the Ethics Policy. Where there is an ethical issue, as specified within the Ethics Policy, then students will need an ethics release or an ethical approval prior to the start of the project.

The Ethics Policy is contained within Section 2S of the Academic Handbook:

<http://portal.solent.ac.uk/documents/academic-services/academic-handbook/section-2/2s-university-ethics-policy.pdf>

Grade marking

The University uses a letter grade scale for the marking of assessments. Unless students have been specifically informed otherwise their marked assignment will be awarded a letter grade. More detailed information on grade marking and the grade scale can be found on the portal and in the Student Handbook.

<http://portal.solent.ac.uk/documents/academic-services/academic-handbook/section-2/2o-annex-2-assessment-regulations-grade-marking-scale.pdf?t=1534424273208>

Guidance for online submission through Solent Online Learning (SOL)

<http://learn.solent.ac.uk/onlinesubmission>