Assessment overview: Introduction to R2W

The assignment for your Reading into Writing assessment is a 1,200 word argument essay. You will answer a question by using evidence from the source pack provided for you. You will have multiple opportunities to receive tutor feedback during this process.

Your essay will be written on a software programme called Cadmus. All writing needs to be done within Cadmus and not an alternative platform, such as Word (see 'Using Cadmus').

Student focused learning outcomes
By the end of this session, you will be able to:

- understand what is meant by academic integrity in relation to your Reading into Writing assessment

- identify and understand expectations of the different parts of the assessment and how they all contribute to the final submission

- understand how Cadmus is used to write your R2W assignment

- understand where to access the sources used to write this assignment

Academic integrity

What is academic integrity and why is it important?

Academic integrity is introduced in the *Pre-sessional 2024 Student Handbook* and reviewed in your lessons... but what does this mean for your Reading into Writing assignment?

Academic integrity means being honest and responsible for your own work. The purpose of this assignment is to develop, show and evaluate your academic skills, especially in reading and writing, and therefore you need to be honest with what you produce and follow all guidance and instructions in order to avoid any form of cheating, plagiarism, or academic malpractice.

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Academic malpractice and the R2W assignment

What is academic malpractice?

In your handbook, academic malpractice is defined as:

'.... any activity – intentional or otherwise - that is likely to undermine the integrity essential to scholarship and research. It includes plagiarism, collusion, fabrication,

contract cheating or falsification of results, and anything else that could result in unearned or undeserved credit for those committing it.'

We will break this down shortly, but it is important first to consider the words **'intentional or otherwise'**. This point is important as there are cases of unintentional academic malpractice, so it is essential to understand what constitutes academic malpractice and how you can avoid it.

Let's focus on the some of the examples identified in the definition, how they relate to the Reading into Writing assignment, and how you can avoid each.

Please read the sections below.

Plagiarism —

This is defined as '*the presentation, intentionally or unwittingly, of the ideas, work or words of other people without proper, clear and unambiguous acknowledgement. It includes the copying of the work of any other person, including another student.*' (taken from UoM Academic Malpractice Procedure, 2023, pg. 2)

Close paraphrasing can still be considered copying. This happens when only minimal changes are made to the original, for example, only a select few vocabulary items have been swapped with synonyms.

Forgetting to reference or misattributing ideas is more common and may still constitute plagiarism and academic malpractice. You not only need to make sure that your work is your own, that you do not 'plagiarise' any other work by copying into your own work, but you need to make sure that all ideas are fully and accurately referenced.

How to avoid?

- **Paraphrasing** is a great skill to develop in order to avoid this. As mentioned, poor paraphrasing can still lead to plagiarism, especially where only minimal changes have been made. Please revisit your lessons on paraphrasing for more help with this.

- You should also consult the [University of Manchester referencing guide](#) and your individual and group sessions on referring to sources for more help with referencing.

- Managing and adding references to your notes will help you track where ideas came from and ensure you provide an accurate reference. This is good to practice in your R2W assignment where you have four sources to manage. You may have to manage considerably more on other courses at UoM.

Collusion   —

Collusion happens when you work with someone else or a group of people, resulting in very similar pieces of work. Even if your work is not identical, there is still risk of collusion. This can happen when you share your final essays with others and others copy from yours, or if you write an assignment together and each submit the final piece. You covered collaboration and collusion in your Welcome Days. Your R2W assignment is an individual piece of work and should be treated as such.

Group work is encouraged on this course, as is peer feedback, but you should not work together to write the same assignment.

How to avoid it

- Group work is encouraged, as is peer feedback, but you should not work together to produce the same assessed work – this includes the R2W assignment, as it is an individual piece of work.

- Peer feedback is a great source of feedback – but be careful you do not give your essay to someone to copy. You may think you are helping someone by doing this but you are not. Please speak to your tutor for support.

- Seek guidance from your tutor on when group work is allowed/encouraged.

- Proofread your own work for the purpose of your R2W assignment.

- Be mindful of what you work together on – discussing topics and ideas is fine but working closely to write the same assignment tasks (outline, draft etc…) is not.

Contract cheating   —

Contract cheating is using someone else to complete your assessment; so, using someone to write your R2W assignment. This includes essay mills or even getting a friend to write something. Even

if someone writes a small part of your assignment, it is still considered contract cheating and this is not acceptable for any assessment at the University of Manchester.

How to avoid it

See *Chat GPT/Generative AI use* below

Chat GPT/Generative AI use 　　—

AI tools have the potential to enhance learning, and can support inclusivity and accessibility when used **appropriately**. It is important that you understand the potential risks and benefits of these tools if you plan to use them during your studies.

You may use AI tools like any other resource to help you generate ideas, key themes, [...]. **However, passing off work generated by AI as your own is plagiarism, and will be treated as seriously as plagiarism of another person**.

You must not use AI to produce content that you will submit for your Pre-sessional assessments. If you are unclear about what is permissible, contact your tutor. **This includes for editing or producing anything you then submit for this assessment**.

Using Generative AI for editing or producing any part of your essay will reduce the value of the feedback you receive and will not allow you the opportunity to practise and improve on the wide range of academic skills you learn on this course.

It will also constitute academic malpractice which could have a significant impact on progression from this course and jeopardise your future at the University of Manchester.

How to avoid it

You will have a number of opportunities to engage with Generative AI on the 2024 Pre-sessional, through analysing Generative AI content, to looking at examples of how it has been used. Making sure you fully engage in these tasks and lessons will ensure you are developing your understanding of what is appropriate use of Generative AI.

You also have a number of opportunities to receive feedback at various stages. This will help you improve and gain confidence, so please make the most of these opportunities.

Make sure you:

- Engage with each element of the R2W assignment.

- Ensure you have read and understood guidance on Generative AI.

- Complete each stage of your R2W assignment in Cadmus (there is a section on this shortly).

- Use feedback from in class and your portfolio tasks to help you write your essay.

- Start early and plan your time.

Tips for avoiding academic malpractice

Please check out these 5 tips on how to avoid academic malpractice, for this assignment and for all other assignments you do at the University of Manchester

Step 1

Tip 1: being aware of what you can/ cannot do

Completing this lesson, along with tutor-led/individual sessions focusing on academic malpractice will help increase awareness. Also, making sure you fully engage with assessment task briefs and the handbook information will help you understand what is and what is not permitted for each assessment. If anything is not clear, please ask your tutor.

Step 2

Tip 2: making sure that your work is your own

Do not copy from another student or from a source. Make sure you manage your notes and know which parts have been copied and pasted and which parts you have paraphrased. This will reduce the chance of accidentally plagiarising. Focus on the paraphrasing lessons in this course, as these will be a great help.

Step 3

Tip 3: making sure you reference ALL ideas that are not your own

You should reference every idea that you use that is not your own. Each time you introduce a new idea, even if it is from the same source, you should reference. You should also make sure you follow formatting guidelines for referencing. You can access the [Manchester Harvard Referencing Guide here.](#)

Step 4

Tip 4: plan and manage your assignments

Breaking down your longer assignments will help you manage your assignments and reduce stress. This will reduce the chances of making mistakes or reduce any pressure that may lead to academic malpractice. There are multiple stages to your R2W assignment -plan for each one of them.

Tip 5: get feedback!

Seek as much feedback as you can - this will help you improve, and your tutors can also help with avoiding academic malpractice. For your R2W assignment, there are a number of stages where you receive tutor feedback. You even have an opportunity to discuss feedback in a 1-to-1 tutorial. Make the most of these opportunities to build your confidence with this assignment and get the most out of your work!

See the 'Using Feedback' section of this lesson for more ideas.

Summary

There are a number of things you can do to avoid academic misconduct. These tips require you to be a proactive student, and they will also help you get a good grade for your assignment.

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Task 1

Look at the following scenarios. Which ones are a form of academic malpractice and which ones are OK? When you have decided, flip each flashcard to read the answer on the back.

You have written all your own work but your friend asks to see your essay. You share it with them and they copy the structure and some key ideas, but not all of your work.

This is collusion. Although your friend did not copy your whole essay, they have used part of it - even if copying the structure. It is not acceptable, even though you had no intention of committing academic malpractice and were just being helpful.

You have used Generative AI to write a body paragraph in your essay.

This is cheating and constitutes academic malpractice. You are not permitted to use Generative AI tools for writing any part of this assignment.

You discuss the topic and ideas around the essay title with your friends

This is OK and is good practice. It ensures you have all understood the question and is a good way of generating ideas around the topic. Working together for more specific areas is not permitted.

You have taken ideas from a source and have paraphrased by changing some of the vocabulary.

This is potentially plagiarism or could be poor academic practice - it depends just how much vocabulary has been changed. You should practise paraphrasing techniques and doing more than just changing some of the vocabulary.

You have paraphrased an idea well but not included a reference.

This would still be plagiarism, even though you have written the idea in your words. This is because you have taken an idea and presented it as your own. You need to make sure that you reference everything you use.

You have asked Generative AI to rewrite some of your ideas in Academic English

This would be plagiarism and is not accepted for this assignment. All editing should be done by you.

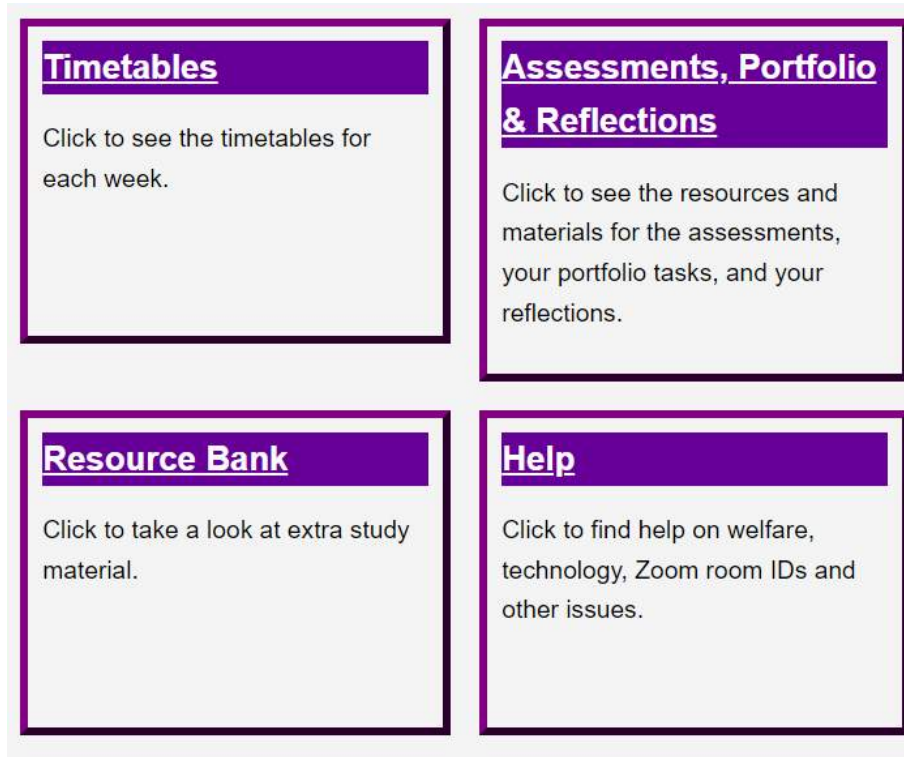# Microsoft Forms

READ MORE OFFICE >

The R2W assessment

Where can I find the assessment on Blackboard?

You can find each Reading into Writing assessment task and the source pack on Blackboard from 29/07/24. The criteria is available in the Pre-sessional Handbook.
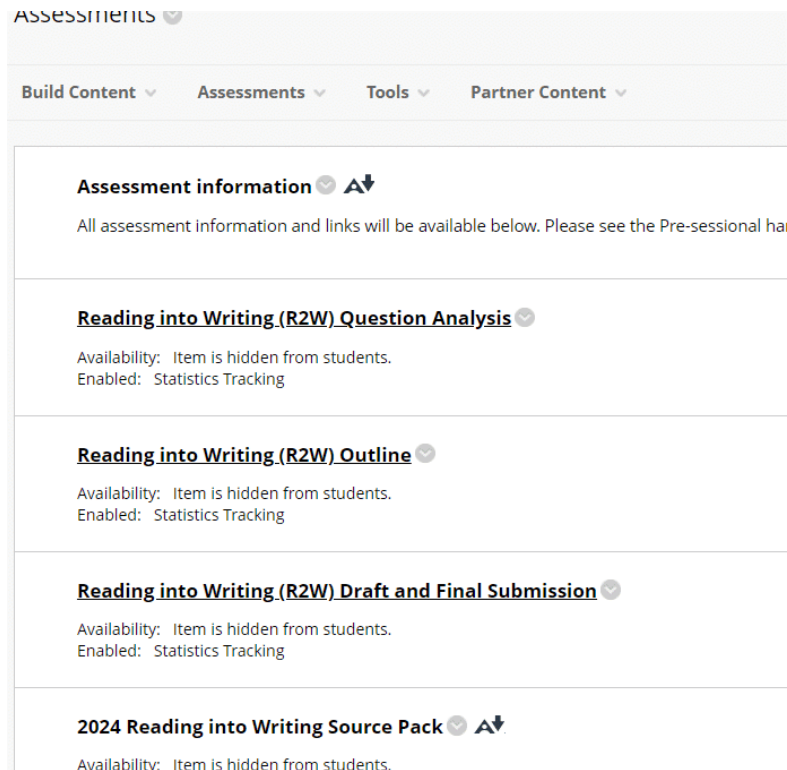
Go to the 'Assessments' on Blackboard

Timetables

Click to see the timetables for each week.

Assessments, Portfolio & Reflections

Click to see the resources and materials for the assessments, your portfolio tasks, and your reflections.

Resource Bank

Click to take a look at extra study material.

Help

Click to find help on welfare, technology, Zoom room IDs and other issues.

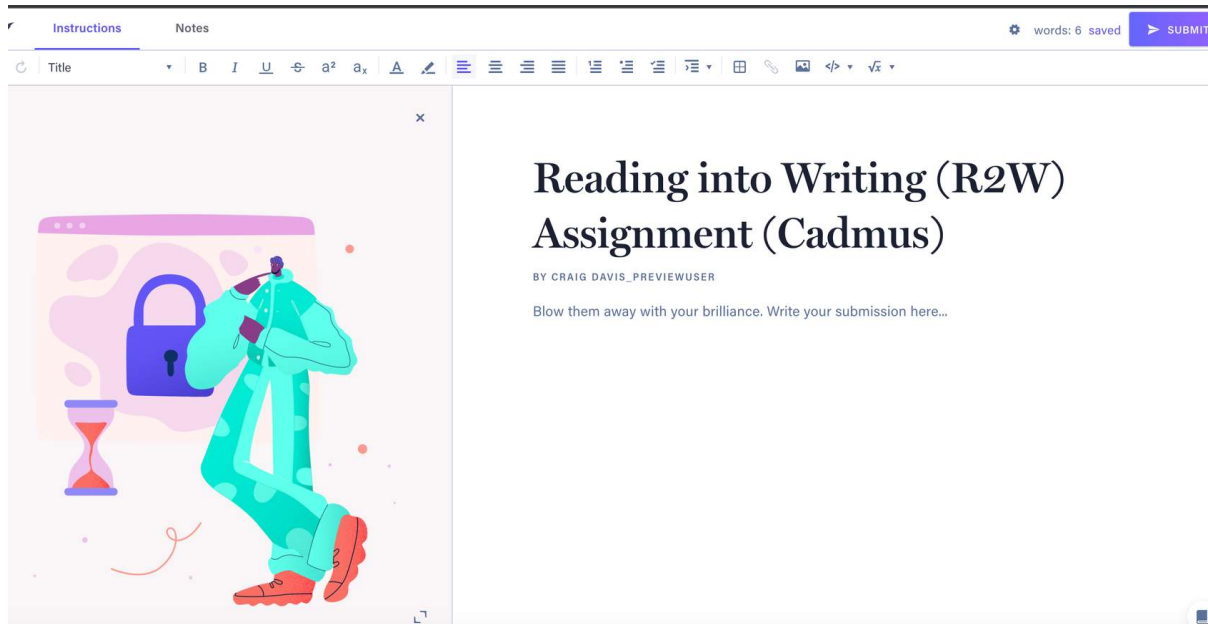## You should have access to the source pack, the marking criteria and the Reading into Writing links

You will see 3 links. You need to access these links to see the question and instructions. Each link is for a different part of this assessment (see deadlines). These will available from 29/07/24.

Summary

Please explore the source pack, criteria and the Reading into Writing links in order to familiarise yourself with the task, instructions, sources and expectations. You will be able to find the full assessment criteria in the Pre-sessional Handbook.

You should start straight away.

What will I need to do?

You will need to:

Familiarise yourself with the Assessments area, with Cadmus, with where you write your essay, how to use the notes section, and how to access the source pack. You can

then follow this process:

- Read and analyse the essay question

- Read the academic sources provided in the source pack in Cadmus

- Create an outline for your essay

- Write a draft of your essay

- Write the final version of your essay

Stages of the R2W

The process mentioned above is supported by individual tasks. Click on each task below for more information.

R2W Question Analysis (Cadmus) —

This gives you an opportunity to look at the question in detail in order to ensure you have fully understood the question and its requirements. You will then have an opportunity to discuss this further in a tutorial.

R2W Source Pack Study (Group Study) —

This task encourages you to start reading through the source pack and identifying key ideas – something that you are assessed on. You then have the opportunity to discuss these ideas further with your study group. This is extremely valuable, especially if there is something you do not fully understand.

Your reading of the source pack does not end here. You should continue reading and identifying key ideas to use throughout the duration of the course. Remember, this is an ongoing process.

Completing this task will help you produce a good outline.

R2W Outline (Cadmus)   —

After analysing the question and studying the source pack, you will produce a short essay outline. This will give you an idea of what you might use and how you could organise the essay. Use the template in Cadmus to help you.

Also, don't forget the feedback template! This will help your tutors when giving you feedback which will really help when you write your essay.

R2W Draft (Cadmus)   —

You will then write a short draft of your final essay. This allows you to build on your outline and start putting ideas together in your own words. Your tutor will then provide you some key feedback on how you are progressing. This is a very important step and feedback will be provided in written form and you will also have an individual tutorial to discuss this further.

It is then up to you to use the feedback and make improvements for your final submission.

R2W Final Submission (Cadmus)   —

You will then submit the final essay through Cadmus. This should be the finished essay that is fully referenced.

Make sure you leave time to proofread before you submit. It is a good idea to use the final submission checklist for this. You will be able to find this in Cadmus.

When will I do each task?

Table 1 shows when you need to do or to have finished each task of the R2W.

Table 1: important R2W dates

Assessment task	Deadline
Reading into Writing Question Analysis	01/08/24 @ 17:00 BST
Reading into Writing Writing Source Pack Study	02/08/24 (to be completed in group study)
Reading into Writing Outline	06/08/24 @ 17:00 BST
Reading into Writing Draft	19/08/24 @ 09:00 BST
Reading into Writing Final Submission	29/08/24 @ 17:00 BST

When should I start the R2W tasks?

You can access all tasks now. Please look at these now and start working on them from today.

The draft and final submission instructions are also on Cadmus.

When should I read the sources for the assignment?

You are responsible for deciding when you read the articles; however, we suggest that you start reading and making notes on the articles as soon as possible. You can read the articles in any order and as many times as you want. You might also choose to start by reading each one quickly before going back and reading them in more detail. There are no restrictions on how you manage the reading.

The more you read now, the more you will be able to add to your outline for tutor feedback.

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What should I do now?

1. Find the links on Blackboard

2. Click on the link in Blackboard and answer the following questions:

How many academic sources are provided in the source pack?

4

How many words do you need to write for the final version?

1,200 words

When should you start your assignment?

Now. You should use Cadmus for **ALL** Reading to Writing activity - including analysing the question and writing your outline.

What do I use the 'Notes' section for in Cadmus?

Use this for writing, editing, using a checklist, adding your outline, adding any ideas you have that you want to use etc... your tutor cannot see this section.

Using Cadmus

What is Cadmus?

Cadmus is an online assessment environment, accessed through Blackboard. It's a way for you to access, complete and submit written assessment tasks, and is designed to simplify the assessment process and support you as you learn.

With Cadmus, you complete all your work in the Cadmus Student Environment — which you can access by clicking the assessment link on Blackboard (our Learning Management System).

In the Student Environment, you can:

- access your assessment instructions
- view additional resources your tutor has uploaded
- take notes and plan your work
- write your submission (with your work saved automatically to the cloud)
- access university guides about referencing and academic skills while you work
- submit drafts and finals

adapted from: Cadmus. (n.d.). *What is Cadmus?* Available at:

https://support.cadmus.io/students/what-is-cadmus (Accessed: 4 May 2023)

How do I use Cadmus?

Click on the following link and have a look at the instructions on how to use Cadmus.

https://support.cadmus.io/students/intro-to-the-cadmus-student-environment

If you cannot access the video in the above link, then watch the video by clicking on this link: https://online.manchester.ac.uk/bbcswebdav/xid-161540516_1

Please note this is a Cadmus video. At the University of Manchester we do not enable student viewing of a similarity report for submissions and you will not receive any scores until all scores have been finalised AFTER the course has finished.

All instructions and guidance for your R2W assignment are in Cadmus. You should use Cadmus to access all sources to use for your essay and all additional supporting information.

You can submit as many times are you like **BEFORE** the deadline. Each time you submit, you will receive a receipt and a copy of your submission. You will NOT receive feedback on each submission. You only receive feedback on your outline and draft.

Accessing feedback

You will access your feedback through a link provided in Cadmus that will take you to Turnitin Feedback Studio.

Please use the documents provided in the 'using feedback' section of this lesson in order to make the best use of your feedback.

How do your tutors use Cadmus?

Your tutors also use Cadmus to support your learning and development. Cadmus provides information on how you are engaging and how you are progressing with your assignment, which allows your tutors to provide timely support. This is also why it is important to work in Cadmus.

When you submit your draft, your tutors will provide feedback that you can access through Cadmus.

Your tutors will not see your notes – this is your space to help you write your essay.

Using feedback

Feedback is a key part of learning and it plays a key role for your R2W assignment.

You will have opportunities to receive feedback on:

- Written portfolio tasks

- R2W question analysis

- R2W outline

- R2W draft

For each task, you will also submit a feedback table. This gives you an opportunity to play an active role in feedback. It gives you practice in giving yourself feedback which is something students find very meaningful. It also allows you to ask questions and make comments that your tutors can respond to.

Tips for engaging with feedback

Tip 1: understanding when and where feedback will come from   —

Feedback can come from many sources and in many forms – spoken, written, from tutors, from other students, from yourself... be aware of when you are going to receive feedback and where it is coming from. This will allow you to plan for it.

You have 3 R2W tasks that provide feedback, but what about feedback you receive in class and on your portfolio tasks? These will still be relevant for your R2W assignment!

Tip 2: being aware of emotions around feedback   —

Our emotions have a big impact on how we react to feedback. Remember that feedback is for your work and is not feedback on you as a person.

Being aware of how you feel will help you engage with feedback – if you are positive and constructive, then great. If you are angry, upset or disagree with feedback, then return to it later when you have had a little time to manage your emotions.

Tip 3: being prepared to receive feedback   —

Understanding the purpose of the task and task requirements will help you understand feedback. For this essay, engaging with each task and looking through the criteria will help you in understanding requirements.

Self-evaluating by using a checklist will also be great preparation, as it will provide more context for feedback you are about to receive. It will also enable you to compare your ideas with those of your tutor and is a great skill to develop. You can use the checklist provided in Cadmus or create your own.

Tip 4: be an active receiver of feedback   —

Being an active receiver of feedback is key to success. This includes preparing / planning for engaging with feedback, seeking feedback, asking questions about feedback, seeking clarification, engaging in dialogue with those who provided feedback and really trying to make the most of the feedback you receive. One way to do this is ask questions and seek clarification.

This is a great skill to focus on now, as it will prove invaluable on your course of study in September.

Tip 5: take action on feedback   —

Feedback should never stop with the task, meaning you should always try to take your feedback forward. Feedback often provides valuable learning opportunities. Questions you should think about are:

- How can I improve?

- What can I do next?

- When will I get an opportunity to act on feedback?

Creating an action plan will help you in answering these questions. You will also find that much of the feedback you receive on the R2W assignment is relevant for your course of study in September – so take it with you! You can use the templates below to help you.

Managing feedback and progress

Keeping track and managing your feedback is a great way of monitoring your progress. You can access various forms and templates to help you reflect on and manage your feedback as you progress through the course. This can also continue beyond the pre-sessional and into your studies in September.

Using the templates from the Advance HE Developing Engagement with Feedback Toolkit can be great for helping manage feedback on your course. Please download this below.

5._deft_feedback_portfolio_resources_1568037354.docx
95.7 KB

R2W FAQ

Can I write my answer in Word and then paste it into Cadmus?

No. You must type all your work directly into Cadmus.

Why can't I use Word?

Cadmus has been chosen by the University because it allows us to present all the information you require for a writing assignment in one place; if you work on your R2W assignment outside of Cadmus, there is a chance that you will be working without knowing all the necessary details.

How will my work be marked?

Only your final submission will be marked. The marking criteria used to mark your R2W are in the Pre-sessional Handbook.

How many sources do I need to include for my draft?

This is up to you. We encourage you to use at least two sources for your draft. This will allow you to benefit from feedback on how well you have used sources and how well you have synthesised information.

You should make sure you provide accurate in-text citations, including secondary citations when needed.

You should also include a full reference list for each source you have referenced.

Please follow the [University of Manchester referencing guide](#) for more information on referencing.

What happens if I go over the word count?

We have a strict word count limit. One reason we have word counts is to ensure fairness. Editing is a key skill all students need to develop, as most of your written assignments on your chosen courses will have word count restrictions. Please see the *Pre-sessional 2024 Student Handbook* for more information on word count policy.

What if I am late submitting?

The deadlines are strict deadlines and have to be met. Engaging with assessment tasks is a key requirement of the course and any missed deadline or non-submission may result in penalties being applied. Please see the *Pre-sessional 2024 Student Handbook* for the late submission/non-submission policy.

Can I use additional sources?

No. The sources you are provided with have been selected specifically for this essay and provide more than enough evidence for you to use. You cannot use any additional sources to supplement your answer. For referencing sources within the four sources provided, you need to make sure you are using secondary citations - please see the session titled 'Referring to sources 2a' for more information on this.

Can I use any other software to help me write my essay?

Cadmus is the only piece of software permitted to write your R2W assignment. You should NOT use any other software programmes, including any Generative AI tools

such as ChatGPT, Bing, Ernie Bot (please see the 'academic malpractice' section in this lesson and follow guidance in the *Pre-sessional 2024 Student Handbook*).

Can I use any referencing style?

No. Please use Manchester Harvard. Formatting information can be found [here](.).

Please be aware that there are many different versions of 'Harvard' referencing and they are not all the same. So please double check with the Harvard Manchester referencing guide.

Finally...

So what now?

Please spend time now looking through your R2W assessment instructions and all related documents.

You should now go and complete *Reading into Writing (R2W) Question Analysis*. You will get an opportunity to discuss this further in a tutorial.

You should also start reading through and familiarising yourself with the source pack, as this will help you when preparing for your source pack discussion and when writing an outline.