# Summative Assessments Guidelines

| Assessment point: | Summative assessments |
|---|---|
| Assessment tasks: | PowerPoint Presentation and Reflection Report |
| Word count limit: | PowerPoint Presentation of 1,500 words and Reflection Report of 3,500 words |
| Submission deadline: | Please consult the VLE |
| Submission procedure: | Please submit via the submission links on the VLE |

## Extenuating Circumstances

If students fail to submit an assessment as directed, a mark of 0 will be awarded for this assessment.

Students should aim to submit all assessments by the deadlines set. Meeting deadlines is an essential employability skill, and an expectation for this module.

UEL does permit students to submit coursework up to 24 hours after the deadline, yet work submitted within 24 hours of the deadline will be subject to a fixed penalty of 5% of the total marks available (as opposed to marks obtained).

Students should note that if they submit both before the deadline and during the 24-hour late period, then the second submission will be marked and 5% deducted.

This rule only applies to summative assessments. It does not apply to formative ones, in the form of discussion forums, although it is expected from students to participate in an active and weekly manner.

If students miss these for a genuine reason, then they will need to apply for extenuating circumstances, or accept that they will receive a 0 mark.

Extenuating Circumstances are circumstances which impair student submissions by the scheduled deadline date, or within 24 hours of the deadline date.

Such circumstances rarely occur and would normally be:
• *Unforeseeable, in that students could have no prior knowledge of the event concerned, and*
• *Unpreventable, in that students could do nothing reasonably in their power to prevent such an event, and*
• *Expected to have a serious impact on performance.*

Students can make an application for extenuating circumstances by contacting

UNICAF ahead of their submission via extenuating.circumstances@unicaf.org

If students experience a problem submitting their work online, they should also notify their tutor and UNICAF by email immediately.

Deadlines are not extended unless there are significant systems issues. If UNICAF finds that an issue with the VLE was significant, students will receive an email notifying them of this issue and be given a 24-hour extension. If students do not receive any email that specifically states they have been given an extension, then the original deadline has not been changed.

**Best advice: Do not wait until the last minute to submit your assessments on the VLE.**

## Academic Misconduct Including Plagiarism

By submitting your assignments, you acknowledge that you have read and agreed with the above statements.

## General Guidance

Your assignments should be word processed (handwritten assignments are not accepted), using time new roman size 12 font, double spaced, with numbered pages and your student number printed as a footer on every page.

The word limits stated for these assignments excludes the reference list at the end of the assignments but includes all text in the main body of the assignment (including direct quotations, in-text citations, footnotes, tables, diagrams, and graphs).

Please be aware that exceeding the word count limit will affect the academic judgement of the piece of work and may result in the award of lower marks.

Appendices are not considered a supplement, and thus, will not be assessed as part of the content of the assignments. As such, they will not contribute to the marks awarded.

Please note that appendices are not included in the word count.

Most references should come from primary sources (e.g., journal articles, conference papers, reports, etc.) although you can also utilise area specific textbooks.

In both the PowerPoint Presentation and the Reflection Report, you must ensure that you use the Harvard style of referencing. Please indicate the word count length at the end of your assignments.

## Assessment and Marking

Your summative assessments consist of two connecting elements: a **PowerPoint Presentation** (1,500 word-equivalent), due at the end of **Week 6**, and a **Reflection Report** (3,500 word-equivalent), due at the end of **Week 12**.

While each of these two elements will be marked out of 100 points, the weighting for the assessments will be as follows: **25%** for the PowerPoint Presentation and **75%** for the Reflection Report.

## Learning Outcomes Assessed

With regards to learning outcomes, at the end of the module students should be able to:

Knowledge
• *Understand situations using complexity and systems theories.*

Thinking skills
• *Analyse key institutional responses, as well as differential roles of actors in their professional domain.*

Subject-based practical skills
• *Evaluate responses, programmes as well as actions related to development and humanitarianism practices.*
• *Critically analyse principles (legal, political, and ethical) related to development and humanitarianism.*

Skills for life and work (general skills)
*11. Enhance key personal and professional skills such as working under pressure, evaluation, management of time, and workloads and data.*

## Assessment Guidelines

In order to pass this module, they need to achieve an overall minimum grade of 50%.

### *Assessment 1: PowerPoint Presentation*
On Week 6, students are expected to submit a **PowerPoint Presentation** on one topic related to policy & practice in humanitarianism & development, where they focus on answering the question of their choice that is related to this field of study and area of specialisation.

In this assignment students should demonstrate:
• *Ability to express complex ideas in a PowerPoint presentation form.*
• *Advanced research skills with library-based and electronic resources.*
• *Consistency with academic norms in referencing and citation.*

**Note that your presentation must not take the form of a Word document on PowerPoint. It should also include images and/or graphs to be marked as a presentation.**

### *Assessment 2: Reflection Report*

On Week 12, students are expected to submit one **Reflection Report** about one topic within the field of policy & practice in humanitarianism & development.

**The topic of your report must be the same as the one that you selected for your PowerPoint presentation.**

Students are expected to share their analysis and observations on this topic and engage critically with academic literature.

The Reflection Report should demonstrate:
• *Ability to express complex ideas in a longer academic form/report.*
• *Advanced research skills with library-based and electronic resources.*
• *Consistency with academic norms in referencing and citation.*
• *Ability to reflect on the subject of choice and critically examine existing literature and practical work on this topic in light with the module focus and readings.*

Some students may want to consider the following additional assessment criteria for their Reflection Report, in case they would already be professionally engaged in policy & practice in humanitarianism & development:
• *Reflecting on their own professional experience and practice.*
• *Analysing their experience and the way they have dealt with tasks.*
• *Evaluating a project/initiative or an area of work and considering how it could be it better handled next time.*
• *Reflecting on the module readings and linking theory with practice/reality.*

## Assessment Criteria

Students are expected to participate in all the module activities, to put in time to study, to prepare for summative assessments, and to be active participants in weekly formative discussion forums.

Students should know how to write referenced assessments correctly using the standard Harvard referencing system common to all UEL's schools.

Students will receive feedback to both their formative and summative assessments. As a matter of fact, feedback is crucial for students' learning and an important part of the academic cycle. It tells students what the strengths are of their work, its weaknesses, and how it can be improved.

Feedback is the most effective way to:
• *Help students understand how to succeed in their assessments.*
• *Help students produce better work for the future.*
• *Signpost students to other resources for assistance.*

If students pay attention to feedback, particularly where the same comment is made in several modules, they can use the information to improve.

All submissions for the summative assessments must be made on the VLE.

## Structure of PowerPoint Presentation

The **PowerPoint Presentation** should include and cover the following sections, aspects, and contents (as shown and stated in the table below).

**Note that your presentation must not take the form of a Word document on PowerPoint. It should also include images and/or graphs to be marked as a presentation.**

The percentage mark allocated to each section/aspect of your work is stated below.

| Criteria | Explanation of Criteria | Available Mark (100/100) |
|---|---|---|
| Structure & Organisation | Focus on assessment structure and organisation; adherence to presentation guidelines; assignment conforms to conventions for an assignment question | 10 |
| Collection & Use of Source Material | Discernment in selecting sources and use of material to support your arguments; integration of knowledge gained through reading, research, and reflection to support arguments, judgements, and conclusions; ability to critically evaluate evidence that is relevant to the broader discipline of IR | 10 |
| Knowledge & Application | Clear and consistent presentation of topic, reflecting sound knowledge and its application; originality in presenting ideas in a research context across a breadth of relevant literature | 25 |
| Understanding & Critical Reflection | Sound and critical understanding of the research topic, demonstrating problem-solving abilities within the broad and multi-disciplinary environment of IR, Ability to integrate knowledge and handle complexities | 30 |
| Grammar & Spelling | Correct and clear spelling, punctuation, and grammar | 10 |
| Harvard Referencing | Correct and clear citations conforming to Harvard referencing guide | 10 |
| Presentation | Clarity of the assessment, page numbering, margins, line spacing, font consistency, separation of paragraphs | 5 |

## Structure of Reflection Report

The **Reflection Report** should include and cover the following sections, aspects, and contents (as shown and stated in the table below).

**The topic of your report must be the same as the one that you selected for your PowerPoint presentation.**

The percentage mark allocated to each section/aspect of your work is stated below.

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