

Configuring the Assessment section

Roles

- Unit lecturer, QA Officer

Pre-condition

1. The user must be on a Moodle course page as a Lecturer of the unit. See [Moodle Enrolment](#), [Accessing your course](#), and [The Moodle course](#).
2. The Course Editing is on. See [Course Editing On/Off](#).

General Notes

1. Use sentence case and title case only. Use only uppercase letters for emphasis.
2. Do not overcrowd the Assessment section with so many paragraphs.
3. The Assessment section must have the two required sub-sections: Unit Assessment section and Unit Evaluations section, and two optional sections such as the Attendance section, Assessment Resources section. The section title must be changed to "Assessments".
4. The Unit Assessment section must have a heading (Unit Assessments) and a single but brief paragraph detailing all the unit assessments, the corresponding weights, and the passing criteria. A label resource must be created and be configured by the unit lecturer.
5. Following the Unit Assessment section is the unit assessment details and the assessment links. Suitable Moodle activities must be created and configured by the unit lecturer based on the Unit Information Guide.
6. The Unit resources section must have a heading (Unit Resources) and a single but brief paragraph detailing the resources and how to use them. This is an optional section.
7. After the Unit resource section heading must have the file resources for each unit resource.
8. The Unit Evaluation section must have a heading (Unit Evaluations) and a single but brief paragraph detailing the purpose of each assessment. Following the unit evaluation section are the evaluation activities.

Procedure

1. Setting the Assessment section heading
 - a. Go to the Assessment section. If it is not yet created, create a new section under the General Section. See [Managing a Section, Adding a section heading](#).
 - b. Enter "**Assessments**" as the heading for the assessment section. See [Managing a Section, Editing a section heading](#). Leave the settings if it is already correctly preconfigured.
2. Creating and configuring the assessments sub-section headings.
 - a. Create a Unit Assessments sub-section and set the heading to "**Unit Assessments**". See [Configuring label as sub-section](#) heading.
 - b. Repeat the preceding step to create headings for "**Resources**" and "**Evaluation**".
 - c. Arrange the headings in this order Unit Assessments, Resources, and Evaluation. See [Managing a Section, Arranging sections, resources and activities](#).
3. Creating and configuring the assessment details.
 - a. Create a label resource for assessment details. See [Configuring subsection details](#)

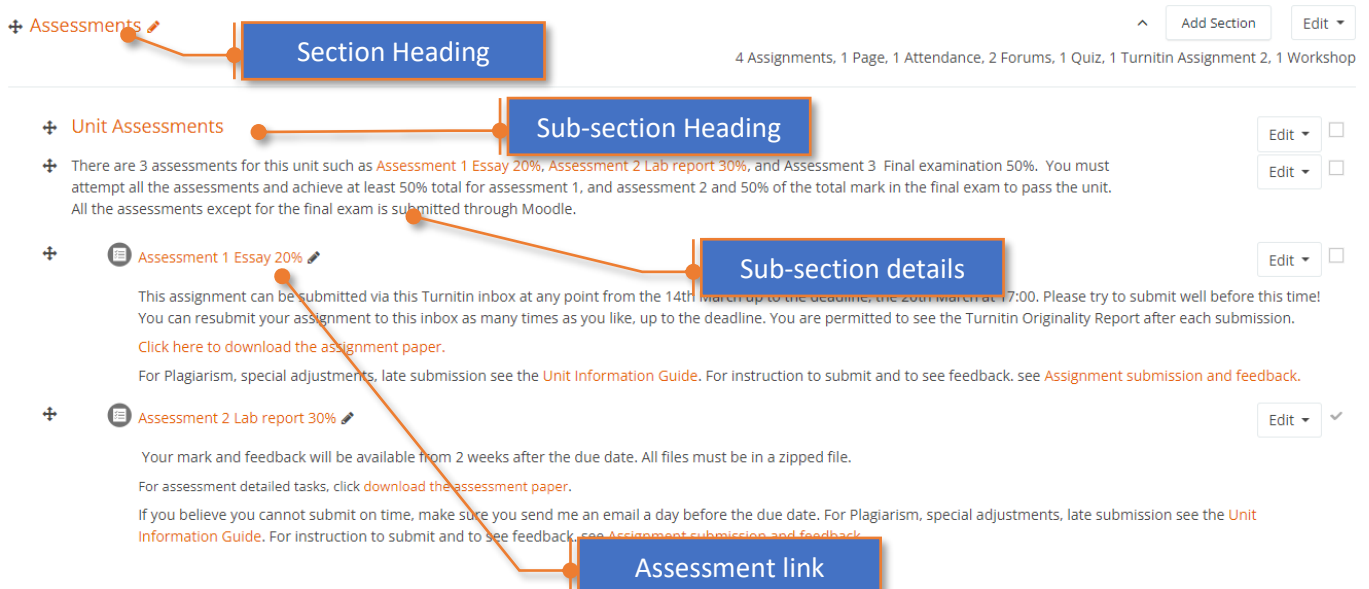
- b. Provide details such as the number of assessments, the types of assessments and corresponding weights, and the details to pass the unit. See the example below.

Unit Assessments

There are 3 assessments for this unit such as **Assessment 1 Essay 20%**, **Assessment 2 Lab report 30%**, and Assessment 3 Final examination 50%. You must attempt all the assessments and achieve at least 50% total for assessment 1, and assessment 2 and 50% of the total mark in the final exam to pass the unit. All the assessments except for the final exam is submitted through Moodle.

Note: To link the assessment title to the assessment activity, you must exactly copy the name of the assessment.

- c. Add an indent. See [Managing a section, indenting and unindenting](#)
 - d. Repeat the preceding steps to create details for **“Resources”** and **“Evaluation”**. The details of Resources and Evaluation should be 1-2 paragraphs briefly explaining the purpose of each resource.
 - e. Arrange the sub-section details in their corresponding sub-sections. See [Managing a Section, Arranging sections, resources and activities](#).
4. Creating the assessment links.
- a. Create a suitable activity for each assessment. See [Moodle Activities](#) for instructions on how to create activities.
 - b. Add an indent. See [Managing a section, indenting and unindenting](#)
 - c. Repeat the preceding steps to create activities or resources for **“Resources”** and **“Evaluation”**.



The screenshot shows a Moodle course page with the following structure:

- Assessments** (Section Heading)
- Unit Assessments** (Sub-section Heading)
 - There are 3 assessments for this unit such as **Assessment 1 Essay 20%**, **Assessment 2 Lab report 30%**, and Assessment 3 Final examination 50%. You must attempt all the assessments and achieve at least 50% total for assessment 1, and assessment 2 and 50% of the total mark in the final exam to pass the unit. All the assessments except for the final exam is submitted through Moodle.
 - Assessment 1 Essay 20%** (Sub-section details)
 - This assignment can be submitted via this Turnitin inbox at any point from the 14th March up to the deadline, the 20th March at 17:00. Please try to submit well before this time! You can resubmit your assignment to this inbox as many times as you like, up to the deadline. You are permitted to see the Turnitin Originality Report after each submission. [Click here to download the assignment paper.](#)
 - For Plagiarism, special adjustments, late submission see the [Unit Information Guide](#). For instruction to submit and to see feedback, see [Assignment submission and feedback](#).
 - Assessment 2 Lab report 30%** (Sub-section details)
 - Your mark and feedback will be available from 2 weeks after the due date. All files must be in a zipped file.
 - For assessment detailed tasks, click [download the assessment paper](#).
 - If you believe you cannot submit on time, make sure you send me an email a day before the due date. For Plagiarism, special adjustments, late submission see the [Unit Information Guide](#). For instruction to submit and to see feedback, see [Assignment submission and feedback](#).

Callouts in the image point to:

- Section Heading**: Points to the 'Assessments' section.
- Sub-section Heading**: Points to the 'Unit Assessments' section.
- Sub-section details**: Points to the details of 'Assessment 1 Essay 20%'.
- Assessment link**: Points to the 'Assessment 1 Essay 20%' title.