# Introduction

The aim of this guideline is to document and support the authentic online assessments, in accordance with Learning Strategy and Moodle settings. An authentic online assessment includes background or back story that is linked to workplace tasks or personal life whichever is applicable, integrate digital skills, equal and unbiased, and multi-variants to support original responses from students.

This guide is applicable to blended learning non-assessable and assessable regardless of whether online or offline.

This guide can be used by Lecturers or anyone preparing the Unit assessments. The outcome then will be used by the LXD as part of course design process and authorized DL officers to create the activities in the Moodle.

# Contents

**Titles** such as Assessment [number] and [Assessment Title]

**Sub-headings** e.g., Rationale, Specifications, Tasks, Marking. The description of each sub-heading is under the sub-heading itself.

**Properties.** Thetexts in Normal style, bold.These are the assessment attributes that need to be identified. Many of these attributes are necessary to build the Moodle activities. Properties have preset values or free form. A property with presets is limited to few values.

**Values.** The value to be filled by Lecturers or anyone preparing unit assessment. Preset values may be derived from IBS Policy or Moodle activities. Free form may be decided based on the requirement of the unit otherwise require discussion with HOS for Academic matters or HoDLCTS for technical matters.

Default Value statements in italics are default recommended values. If not filled, the default value is considered. You may leave or remove the default values.

Some of the content may not be necessary. Leave blank or fill it with NA.

**Instructions.** Statements surrounded by **[…]** are instructions and recommended values. These may be removed before sharing the document to students. These can be changed depending on the nature of the unit.

# Formatting

Formatting may vary from the formatting set in the template. You may set your own formatting style. However, each of the elements must be consistently formatted. For Example, the heading, the sub-headings, Properties, Instructions and Entries/values must have each formatting style.

Otherwise, the formatting here may be followed using the formatting styles used in the document.

|  |  |
| --- | --- |
| Elements | Styles |
| Titles | Title style |
| sub-headings | Heading 1 style |
| Properties | Normal, bold |
| Values | Normal style or the default style.  For Default style, Normal style, Italic, and size 10 |
| Instructions | Surrounded by [], Normal style size 10. |

## Preparation and Approval

The Lecturer will prepare the unit assessments

The Lecturer may consult the HOS for Academic matters and HoDLCTS or DL Officer for technical matters.

School Board for approval [pending until BL policy is approved.]

The approved assessments including soft copy in word document to be shared to a Digital Learning.

Assessment [number]

[Assessment Title]

# Rationale

[The Assessment motivation.]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Specifications

**LOs Mapping:** [Insert the topics and LOs applicable for this assessment]

|  |  |  |
| --- | --- | --- |
| *Topic 1* | *LO 1* | *Explain the various parts of computer.* |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |
| --- | --- |
| **Property** | **Value** |
| **Weight**  [The weight indicated on the UIG] |  |
| **Total Marks**  [Total marks that can be awarded to the assessment. 100 point is recommended.] |  |
| **Number of Attempts**  [The number of attempts a student can resubmit or re-take] |  |
| **Assessment Duration**  [Estimated length of assessment production.] |  |
| **Number of words/Length** [Estimated number of words for text, file size for multi-file project, audio, video, zip, minutes length for audio/ video.] |  |
| **Manner of submission/ link** [Online text, Upload the file to the link providedin MOODLE under assessment section. OR upload the file in online storage then upload the link with access permission] |  |
| **Cover page**  [Whether students need no submit assessment with cover page; Yes/Anonymous] |  |
| **Media Type submission**  [Text, web address or link, Audio, Video, Codes, or zip] |  |
| **Acceptable file types**  [Word Document, PDF, MPEG, WMA, NA for not applicable] | *NA* |
| **Assessment Task Availability date**  [The Task Availability date and due date must agree with Assessment duration] | *[2 weeks before submission]* |
| **Start of submission date**  [The date when students can start submitting their work.] | *[3 days before submission due date]* |
| **Due date**  *[The final submission date. It is important to set the due date an hour before 5pm]* |  |
| **Activity type**  [Forum, Assignment, Turnitin, Workshop, Wiki, Quiz etc.] |  |
| **Individual/Group**  [Individual, 1 submit for all, all must submit] | *Individual* |
| **Grouping instructions**  [e.g 4 members in a group, NA for individual] | *NA* |
| **Feedback Types**  [Rubric with annotations, Marking guide with annotations: Inline annotation, file upload with annotations OR combination of these.] | *Rubric with annotations* |
| **Feedback**  [Feedback can be found on the same link where you uploaded/attempted your assessment. Include link where the student can find the feedback eg. See [Quiz Result](Quiz%20Result)] |  |
| **Feedback Availability**  [The date when the feedback becomes available.] | *[1 week after due date.]* |
| **Other Specifications:**  [Report formatting, dimension, quality requirements, grammar, files organization, file naming etc.] | *Format: Business report format (Cover page, table of contents, header and footer, page number, figure and table references, consistent fonts, margin, and header formatting)*  *Filename: AssessmentTitle\_YearSem\_YourInitials* |

# Tasks

[Insert the main tasks here. Other supporting cases and other documents to support the students to complete the tasks may be appendix.

The tasks maybe available only on the Availability date.

# Originality Report

|  |  |
| --- | --- |
| **Is originality report generation required?**  [This is only applicable for text or document assessments.] |  |
| **Is Original OR Derivative work?**  [Original works are independently created, and minimal portion taken from sources. Derivative are work created out of other’s works.] |  |
| **Minimum Similarity Percentage**  [This is only applicable if originality report is required. 30% below is ideal. Exceptions for higher percentage can be applied for Derivative works. ] |  |
| **Number of revisions**  [The number of revisions of assessment draft the student can submit. Recommended is Unlimited submission before the due date.] | Unlimited Turnitin submission before the due date. |
| **Undertaking statement of original work**  [For works other than text/documents. Images, videos or audio with attributions.  Written, Moodle Default, No] | *Moodle Default* |

# Marking

[For marking there are three options. For objective type questions, Simple grading is appropriate. For other Moodle activities it is either marking guide or rubric. For Turnitin, rubric only.

### **Marking Guide**

[Ideal for both objective and subjective type questions.

Objective type questions marking guide may be embedded directly in the Question section, but extra precaution must be observed to prevent the accidental sharing of assessment answer to the students.

For subjective type, criteria and the full mark and frequently used feedback based on LOs being assessed must be provided.

|  |  |  |  |
| --- | --- | --- | --- |
| Criteria | Description | Common comment feedback | Full Mark |
| Crit 1/LO Component 1 |  | 1  2  3 | 5pts |
| Crit 1/LO Component 1 |  | 1  2  3 | 5pts |

### **Rubric**

Marking Rubric criteria must be based on the LOs being assessed, with 5 levels of attainment. Each level of assessment attainment must have clear descriptors.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Criteria | Level 5 Short Descriptor /full mark | Level 4 Short Descriptor /next level mark | Level 3 Short Descriptor / next level mark | Level 2 Short Descriptor / next level mark | Level 1 Short Descriptor / next level mark | Level 0 Short Descriptor /0 mark |
| Crit 1/LO Component 1 | Description to achieve this level | Description to achieve this level | Description to achieve this level | Description to achieve this level | Description to achieve this level | Description to achieve this level |
| Crit 2/LO Component 2 | Description to achieve this level | Description to achieve this level | Description to achieve this level | Description to achieve this level | Description to achieve this level | Description to achieve this level |
| … | … | … | … | … | … | … |
| Crit N/LO Component N | Description to achieve this level | Description to achieve this level | Description to achieve this level | Description to achieve this level | Description to achieve this level | Description to achieve this level |

]

# Technology instruction

[For instructions how to follow the [link].

For instruction how to attempt the quiz follow the [Attempting the Quiz](http://www.google.com)

For instruction how to build your report table of contents see, [Insert a table of contents](https://support.microsoft.com/en-us/office/insert-a-table-of-contents-882e8564-0edb-435e-84b5-1d8552ccf0c0)]

### **Additional instructions**

[It is important to do practice quiz before attempting the quiz. ]

# Assessment rule and exceptions

[For internet, power blackout and technology failure while submitting/attempting assessments on due date, immediate inform your Lecturer. Submit/attempt assessments right after the internet and power resume in case of internet and power blackout. Try to submit/attempt your assessment within 24 hours otherwise your lecturer will inform you alternative ways to submit.

Submitting/attempting your assessment after the due date shall incur deductions to your mark, \_\_\_\_\_\_per day. Unless warranted circumstances e.g., death of immediate family, sickness, sporting events, court attendance personal and compassionate grounds.

For unattainable minimum similarity percentage requirements may be exceptions provided students provided evidence of 3 submissions and substantial revisions. ]

# Other instructions

[include special instructions not covered in preceding sections.]