

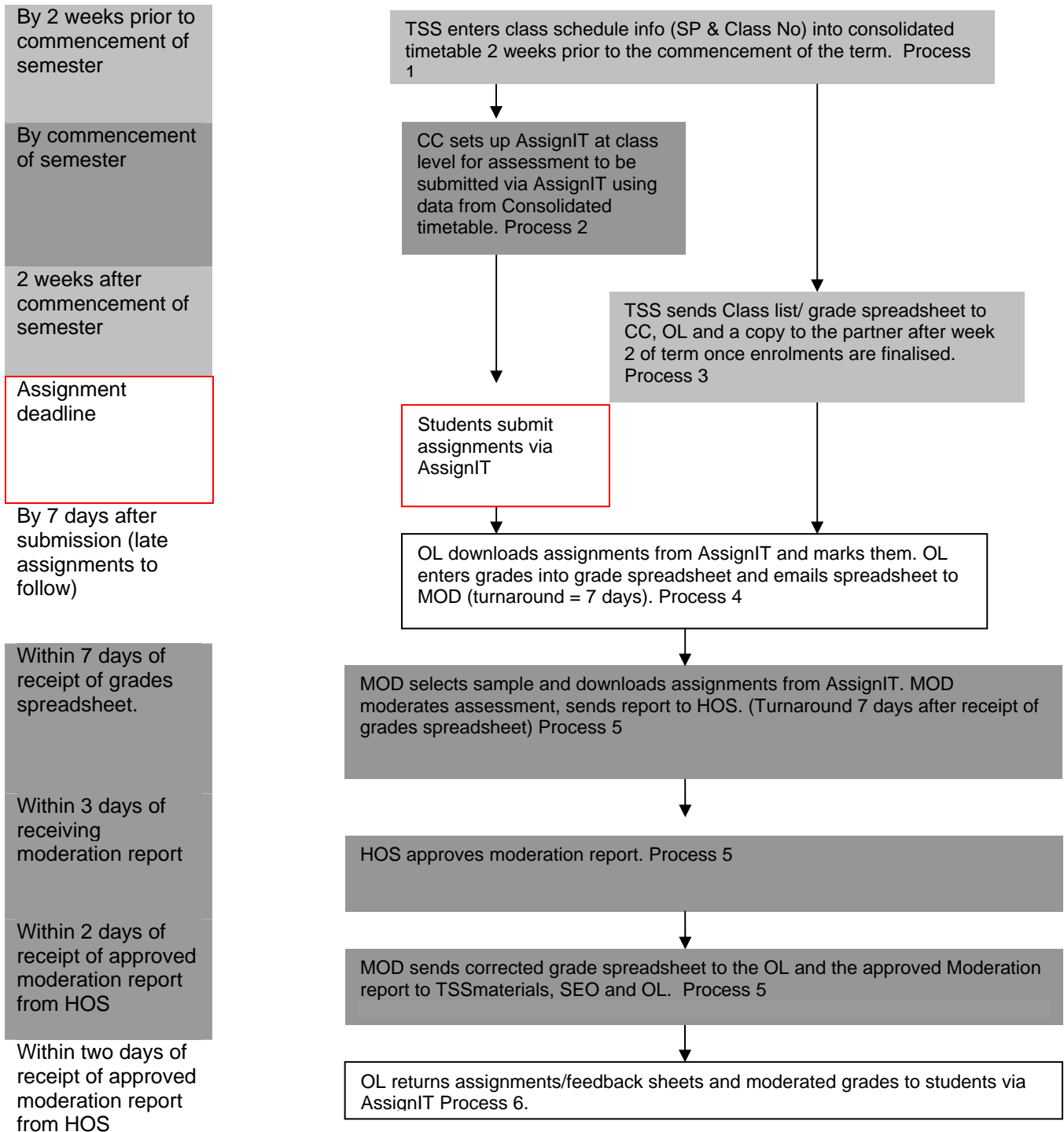
Assignment submission via AssignIT - moderated courses

TSS =

School =

Student =

Offshore Lecturer =



This process is repeated for each piece of assessment (except exams) from Students submitting assignments via AssignIT to OL returning assignments to students

Guide to Acronyms

CTI: Course Timeline Information (formerly known as TPI)

School

DHOS: Deputy Head of School

SEO: School Executive Officer

SA: School Administrator

CC: Course Coordinator

MOD: Moderator

OL: Offshore Partner Lecturer

TSS

PRC: Program Relationship Coordinator

PRA: Program Relationship Administrator

SSA: Student Services Advisor

CTWO: Coordinator Travel Web and Online

AWO: Administrator Web and Online

Process 1: TSS enters class schedule info (SP & Class No) into consolidated timetable 2 weeks prior to the commencement of the term.

Class lists are received from the partner approximately 2-3 weeks prior to the commencement of the semester. At this time the classes are scheduled and students block enrolled. Classes are not visible in UniSAinfo, AssignIT or CEI until the students have been enrolled.

SSA enters study period and class number data into the TSS Consolidated timetable at: <M:\TSS Tracking\TSS Consolidated Timetable\Undergrad Consolidated Timetable.xls>

Process 2: CC sets up AssignIT at class level for assessment to be submitted via AssignIT using data from Consolidated timetable.

Course Coordinator sets up AssignIT using data for study period and class number found in TSS Consolidated Timetable. <M:\TSS Tracking\TSS Consolidated Timetable\Undergrad Consolidated Timetable.xls>. See Manual for AssignIT available at: http://www.unisa.edu.au/tss/ac_resources/ac_resources.asp

Course Coordinator should ensure that open/close times for assignment submission has been included in the CIB or a message posted to the course website. It is recommended that AssignIT open for student submission 2 weeks prior to the submission deadline.

Process 3: TSS sends Class list/ grade spreadsheet to CC, OL and a copy to the partner after week 2 of term once enrolments are finalised.

Final class lists are provided by the partner 2 weeks after the commencement of the semester. At this time enrolments are finalised and the class list is downloaded from UniSAinfo and emailed to the CC, OL and a copy to the partner as an excel spreadsheet. The spreadsheet is formatted by the SSA for grade recording with appropriate formulas (determined by assessment weighting outlined in CIB) for automatic grade calculation taken.

Process 4: OL downloads assignments from AssignIT and marks them. OL enters grades into grade spreadsheet and emails spreadsheet to MOD (turnaround = 7 days)

The offshore lecturer accesses the assignments via AssignIT. Using either track changes in the document or a feedback form the offshore lecturer marks the assignments and records comments electronically for return to the student. The offshore lecturer records grades in the Class List\Grades

Spreadsheet and emails the spreadsheet to the moderator. The turnaround for this stage is 7 days and this timeframe should be inclusive of any additional local processes

Note: In some cases the offshore lecturer may request that students provide assignments in hard copy. If this is the case the hard copies should not be sent to Adelaide but the students should submit an exact copy to AssignIT for the UniSA moderator to access.

Process 5: Moderation and Moderation report

Download papers from AssignIT for Moderation

Moderators access assignments online via AssignIT unless exemption has been approved by the school. Moderators select samples using the grade spread in the excel spreadsheet. Moderators should select 3 assignments from each grade choosing a high, middle and low level grade in each grade range. Note that these will not have OL lecturer comments. If you require access to OL comments please request that feedback forms are emailed to you.

Compiling Moderation Report on the Assignments

Once the moderation of the assignment has been completed, please compile a report indicating your opinion and recommendation. Except in cases of significant misjudgment by the original marker, the report will normally fall within the range of 50 -100 words. The report should be forwarded to your Head of School for final decision on the grades or further actions. Please note that this report should be completed and e-mailed to the Head of School no later than 7 days from receipt of the grades spreadsheet from the Offshore Lecturer. Please advise your School Executive Officer if you expect a delay in the moderation process.

Approval of Moderation Report

The Head of School approves the Moderation Report (within 3 days of receipt of moderation report). Where scaling down/up is decided by the Head of School as the further action, it is the moderator's responsibility to carry out the scaling down/up in the spreadsheet and provide the OL with a copy of the after-moderation final grades This should occur no later than 2 days after the Moderation Report has been approved by the HOS. The moderator should also send the approved moderation report to the OL with a copy to the SEO and TSS (tssmaterials@unisa.edu.au).

Note: It is the moderator's responsibility to ensure that agreed timelines are met. If delays are expected please advise your SEO.

Process 6: OL returns assignments/feedback sheets and moderated grades to students via AssignIT On receipt of the amended grade spreadsheet and moderation report the Offshore lecturer amends feedback/grades as required and returns to students via AssignIT. Assignments should not be returned to students until after the last date for submission including extensions.

Appendix 1: Staff contacts - <http://www.unisa.edu.au/tss/contact.asp>

Appendix 2: BUE Transnational AssignIT User Manual

http://www.unisa.edu.au/tss/ac_resources/ac_resources.asp