

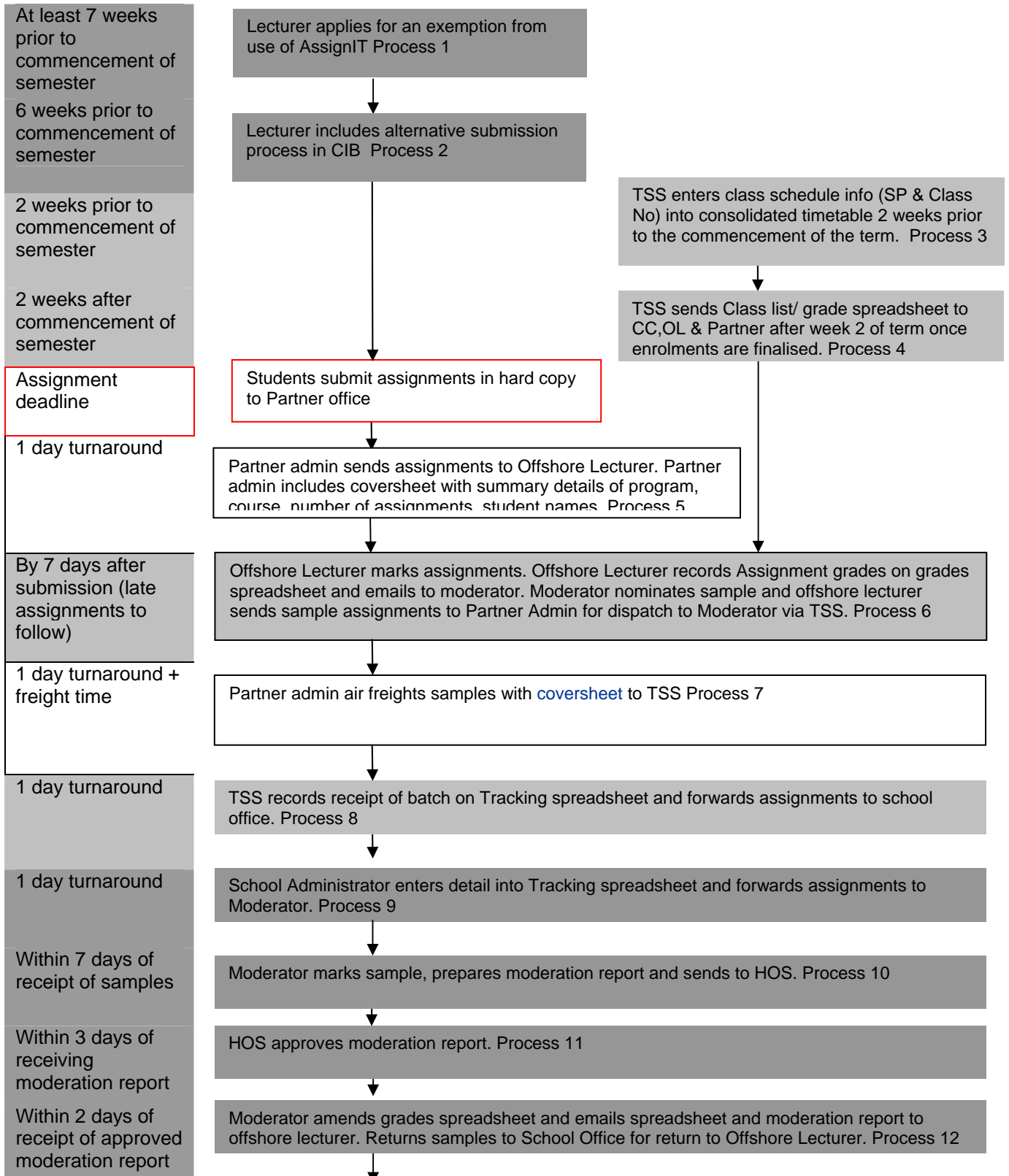
Hardcopy submission of Assignments Moderated Courses

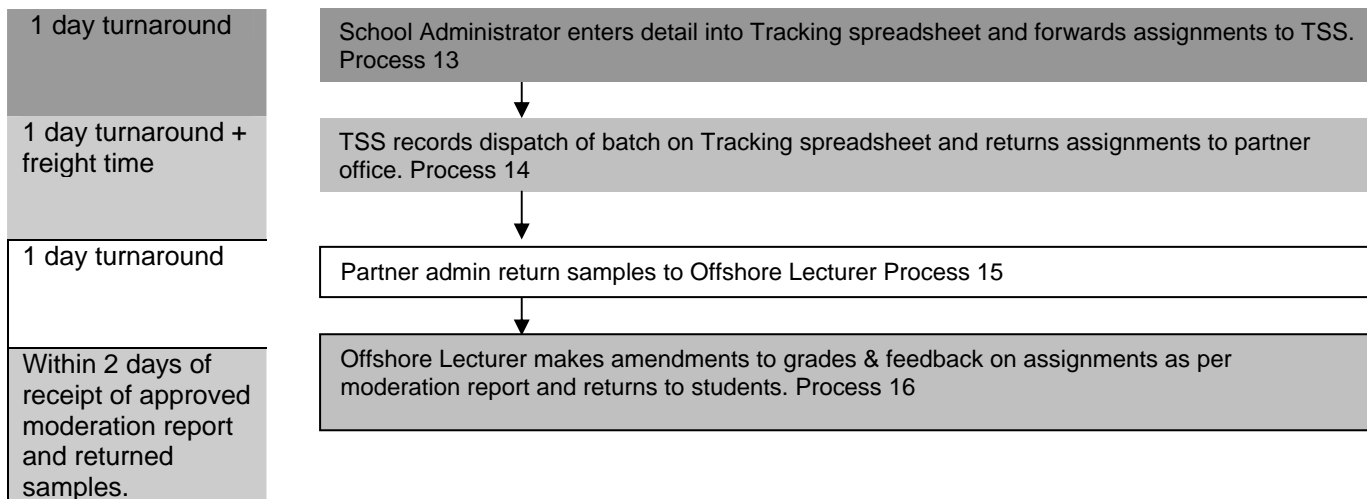
From Jan 2007 the use of AssignIT for submission of assignments is required. If you are unable to use AssignIT due to a medical condition or because the format of the assignment is not appropriate please contact your SEO to apply for an exemption. All courses without a formal exemption are required to use AssignIT.

An exemption may be granted for all or only some of the assessment items.

TSS = School = Offshore Lecturer

Student = Partner =





This process is repeated for each piece of assessment - students submitting assignments to UniSA Course Coordinator returning feedback via AssignIT.

TSS is aware that this is a cumbersome process with multiple layers of handling samples in transit. The double handling is a direct result of the last TSS Review where assignment tracking was returned to schools. A reversal of this decision will impact on TSS Staffing. Hardcopy submission of assignments does not operate as efficiently as online submission and should only be considered as a last resort.

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: Lecturer applies for an exemption.

If there are medical or technical grounds that influence whether AssignIT can be used for one or all assessment in the course the lecturer should contact the SEO for school processes associated with applying for an exemption. Where exemptions are granted the SEO records the exemption on M:\TSS Tracking\TSS Tracking\AssignIT exemptions.xls

Process 2:

When exemptions are granted the Course Coordinator amends the Course Information Booklet Template to provide alternative assignment submission methods. Contact the PRA for your program if you require assistance with Hardcopy submission details. See TSS contacts at:

<http://www.newdev.unisa.edu.au/tss/contact.asp>

Process 3:

TSS enters class schedule info (SP & Class No) into consolidated timetable 1-2 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 4: TSS sends Class list/ grade spreadsheet to CC, OL and 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 for grade recording by SSA with appropriate formulas (determined by assessment weighting outlined in CIB) for automatic grade calculation taken.

Process 5:

Partner sends assignments to Offshore lecturer including a coversheet outlining contents sent and including details of program, course, number of assignments and student names.

Process 6:

Offshore Lecturer marks the assignments according to the criteria agreed to by CC/Mod/OL. Offshore lecturer records Assignment grades on grades spreadsheet and emails to moderator. Moderator nominates sample and Offshore Lecturer sends sample assignment to Partner Admin for dispatch to Moderator via TSS. OL retains other marked assignments until return of samples from UniSA.

Samples should include 3 assignments from each grade choosing a high, middle and low level grade in each grade range.

Process 7:

Partner admin completes and attaches Summary [Coversheet](#) and airfreights assignments to TSS

Process 8:

TSS date stamps and records receipt of batch on Tracking spreadsheet and forwards assignments to School Office.

Detail required: *Partner's office, date received from Partner, date sent to school office*

Process 9:

School administrator enters detail into Tracking spreadsheet and forwards assignments to moderator.

Detail required: *Date received from TSS, sender's name, intake detail, course name, number of assignments, date sent to moderator, moderators name, due date for report.*

Process 10: Moderation and compiling moderation report

Moderator marks sample of assignments and reviews grade allocated by OL. Once the moderation of the assignment has been completed, please compile a report indicating your opinion and recommendation. Except in cases of significant misjudgement 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 samples from the Offshore Lecturer. Please advise your SEO if you expect a delay in the moderation process.

Process 11: 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). Moderator returns assignment samples to the School administrator for tracking.

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

Process 12:

School administrator enters detail into Tracking spreadsheet and forwards assignments to moderator. Detail required: *Date returned by moderator, report approved, results entered on spreadsheet, date sent to TSS.*

Process 13:

TSS records DHL con note details and dispatch of samples on Tracking spreadsheet and airfreights samples to partner office.

Detail required: *Date received from school, date sent to Partner, contact person, airway bill number.*

Process 14:

Partner admin return samples to Offshore Lecturer.

Process 15:

Offshore Lecturer makes amendments to to grades & feedback on all student assignments as per moderation report and updated spreadsheet sent by the moderator. Offshore lecturer returns assignments to students. Assignments should not be returned 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