



BCA ASSESSMENT GUIDE

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1. Guidelines for written work

Writing your assignment or exam

- Answer questions in a concise and readable form.
- Assignments should be in the form of a written report, which must follow a logical form, be in correct English, and contain relevant, well-labeled tables and figures. (Raw computer output is not acceptable.)
- You should show enough of your working for it to be possible for examiners to work out where you went wrong if your answer is not correct.
- Leave at least two blank lines after each question and, if writing equations, leave a blank line before and after each equation.
- Do not repeat the wording of the question. Simply write the number of the question.
- Do not include footnotes, margin notes, call-out boxes or the like.
- Graphs may be prepared using a graphics package or by hand (see below for hand written presentation).
- Marks may be deducted for excessive material that does not directly address the question posed.
- **Incorporate all material into one file** - this includes graphs. You may use Word or text formats.

Note: Guidelines for reporting statistical results and academic referencing can be found on the Student Resources page of the BCA website:

Reporting statistical results: www.bca.edu.au/linked_docs/Student_resources/BCA_Presenting_Statistical_Information_Guide.pdf www.bca.edu.au/currentstudents.html

Academic referencing: www.bca.edu.au/linked_docs/Student_resources/BCA_Referencing_style_guide.pdf

Hand written submissions will be accepted.

When sending hand written assignment, all of the above guidelines apply, and additionally:

- Ensure writing is legible.
- Use black or blue pen, not pencil.
- Write on one side of the paper only.
- If preparing graphs by hand, each graph must use a separate sheet of ruled graph paper.

2. Guidelines for access to and submission of assignments and exams

Identifying your submission

- **Insert identifying details** in the header or footer box of your document, so that they appear on every page.
Along with • page numbers, include: • your name, •the unit code and the • assignment/exercise number, or note that it is an exam. If your submission is hand written, please write these details on every page.
- **Label all electronic submissions** with the relevant BCA unit code >> assignment/exam >> and your first initial and surname (eg: DES_exam_JTaylor).

Student Plagiarism: Coursework Compliance

Students are reminded that plagiarism is not acceptable. Please ensure that you understand what plagiarism means and that you have read and understood the policy associated with the university in which you are enrolled. When submitting material for assessment, you will be required to complete a declaration, the Student Plagiarism: Coursework Compliance Statement, certifying that you have done this.

Links to the academic honesty policies of all BCA Consortium Universities are listed on page 4 of this guide. These sites generally also contain advice about writing your own work. (See also, appendix 1, "Own work" guidelines: advice on Use of Internet Sites.)

Students must agree to this statement when submitting each assessment item¹. This procedure is a compulsory requirement of all universities.

STUDENT PLAGIARISM: COURSE WORK COMPLIANCE STATEMENT: INDIVIDUAL / COLLABORATIVE

I certify that:

1. I have read the policy on plagiarism associated with the University in which I am enrolled.
2. This assignment/exam is my own work, and to the extent that any part of this work is not my own, I have indicated that it is not by acknowledging the source of that part or those parts of the work.
3. This assignment/exam has not previously been submitted for academic credit and is not the result of collaboration with others.
4. I understand that failure to comply with the student plagiarism policy and procedures of the University in which I am enrolled may lead to the University commencing proceedings against me for student misconduct, in accordance with the By-Laws of the University.

Downloading your assessment item and sending your submission

There are 2 ways to submit assessment. The default method is submission in a Learning Management System (LMS), referred to as eLearning, but where systems break down, students can email or post assessment items.

In addition to the advice listed below, unit coordinators will provide unit-specific assessment instructions in unit Study Guides.

Submissions in the *Assessment or Assignment* facility in eLearning

Regardless of the LMS used, coordinators will have included the Compliance Statement in the assignment or assessment pages of your unit site/s. **Submission of the assessment item online will mean that you have agreed to the Compliance Statement.** When submitting online, you do NOT need to complete and send the hard copy Assignment/Assessment Cover Sheet.

¹ Unless otherwise advised by unit coordinators, cover sheets are not required for marked 'exercises'.

Instructions for Blackboard 9: Most units will be delivered in Blackboard (hosted by The University of Sydney).

In the Course Content folder of your unit site, clicking on the links for assessment items will take you to the relevant assessment page. On this page, you can download your assessment item (exercise/ assignment/ exam) and, once completed, submit it on the same page.

In the *Assignment Information* section at the top of the page, you will find a link to the assessment document for downloading to your computer. In the *Assignment Materials* and *Submit* sections, you can upload and submit your completed assessment item. Note that you can add a short comment in the *Comments* box (under the *Attach file* line).

Further instruction about how to submit assignments online can be found at:

www.usyd.edu.au/webct/student/trouble/index.shtml

Submitting the assignment/exam by email or post

Assessment items sent by email or post (or where the Compliance Statement has not been included in the submission page of the Assessment facility in eLearning) **MUST** be accompanied by a signed copy of the BCA Assignment/Exam Cover Sheet. This sheet will have been included in the materials sent to you by your unit coordinator.

EMAIL: If you are submitting your assignment/exam via email, fax **only** the completed cover sheet, to the number specified on the sheet.

Please note: The fax number is for Assignment/Exam Cover Sheets only (because they must be signed). **Please DO NOT fax your assignment/exam.**

POST: If you are posting your submission, include the completed cover sheet in the envelope.

Please send by Express Post (NOT registered post). A day's leeway will be taken into consideration for Express Post.

Academic honesty: coursework policies

The University of Adelaide

www.adelaide.edu.au/clpd/plagiarism

Macquarie University

www.mq.edu.au/policy/docs/academic_honesty/policy.html

The University of Newcastle

www.newcastle.edu.au/policylibrary/000609.html

Monash University

www.monash.edu.au/lls/llonline/writing/general/plagiarism/index.xml

The University of Melbourne

<http://academichonesty.unimelb.edu.au/>

The University of Queensland

www.uq.edu.au/hupp/index.html?page=25128

The University of Sydney

www.usyd.edu.au/student_affairs/plagiarism_index.shtml

3. BCA policies and procedures: marked assessment, student evaluations, complaints

Policies & procedures for:

- a. Extensions and late submissions
 - b. Assessment submission and declaration of original work
 - c. Student unit evaluations
 - d. Complaints
-

a. Extensions and late submissions

Requests for extension of the due date for an assignment must be made in advance of the due date. These requests must be made directly to the unit coordinator by email. The unit coordinator will reply by email with their decision about whether an extension has been granted and the new due date.

Where a student is so incapacitated by a medical or other condition that he or she is unable to request an extension in advance, medical or other certification should explicitly note the severity of the disabling condition that precluded the advance request being made.

Penalties for late submissions

Penalties for late submissions of assignments and exams will be specified in the *Assessment* section of the Study Guides for individual units.

Assessable exercises: solutions for small assessable items, such as individual exercises, may be posted in eLearning soon after the due date, to allow quick feedback for all students. For this reason, sliding scales of marks for late submission are not practical as long delays in submission may disadvantage other students.

b. Assessment submission

i Guidelines and advice

The unit coordinator will make the BCA Assessment Guide available to all students. This document will include procedures for compliance with university plagiarism policies.

ii. Student Plagiarism: Coursework Compliance Statement

Students will be asked to certify that the submission is their own work and that they have read the policy of the university at which they are enrolled. The *Plagiarism coursework policy statement* and links to plagiarism policy sites at all BCA consortium universities can be found on pages 3 and 4 of the BCA Assessment Guide (this document).

Students must agree to this statement when submitting each assessment item. This procedure is a compulsory requirement of all universities.

The facility to agree to this statement electronically will be available within unit sites in the BCA eLearning facility. Instructions for submission of assessment can be found on page pages 2, 3 and 4 of this guide.

The unit coordinator will make unit specific versions of the Assignment/Exam Cover Sheets available to all students. These sheets must accompany assessment items that have NOT been submitted via the eLearning *Assignments* tool (containing the Compliance Statement).

Assessable exercises: the Compliance Statement is not generally required for assessable exercises.

c. Student evaluations

At the end of each semester, BCA coordinating office staff will send students directions for access to the online BCA Student Unit Evaluation survey.

All submissions will be tabulated and verbatim comments recorded. The survey will be forwarded to unit coordinators, along with a Coordinator Response to Evaluations form, with a request to respond to issues raised in the evaluation and an action plan for next delivery. These responses are submitted to the BCA Teaching Committee and discussed. Along with responses to the overall satisfaction rate for each survey question, unit coordinators are asked to identify key issues and, where relevant, incorporate these into action plans for future delivery.

d. Complaints mechanism

Student complaints should, in the first instance, be directed to the unit coordinator.

If the student is not satisfied with this outcome, a submission should be directed to the BCA Program Coordinator at the university at which the student is enrolled (the student's 'home' university).

4. BCA and university unit codes

There is a BCA code for each unit of study (subject, course, paper), eg MBB is the BCA unit code for Mathematical Background for Biostatistics. However, if you are making an enquiry about a particular unit at your home university, you will need to use the unit code that is specific to that university, eg at the University of Melbourne, MBB is listed as 505-105; at the University of Sydney it is BSTA5001.

BCA Codes can be found here: www.bca.edu.au/unitoutlines.html

Course details and unit (subject/course/paper) codes for each Consortium University can be found at the sites listed below:

The University of Adelaide

<http://health.adelaide.edu.au/publichealth/teaching/biostats.html>

Macquarie University

www.stat.mq.edu.au/postgraduate_programs/prog

The University of Melbourne

www.sph.unimelb.edu.au/future/coursework/biostatistics

Monash University

www.monash.edu.au/study/coursefinder/course/3422

The University of Newcastle

www.newcastle.edu.au/program/10135.html

The University of Queensland

<http://www.sph.uq.edu.au/teaching-programs>

The University of Sydney

www.health.usyd.edu.au/future/coursework/biostats/index.php

Appendix 1: “Own work” guidelines: advice on Use of Internet Sites

The internet contains both useful information and traps for the unwary. Unfortunately, many websites do not name the author of the textual material included. This means that the text carries little authority. As with a book or journal article, we need to know “Who wrote this?” and “Where did they get that piece of information from?”

Questions to ask about any site on the WWW:

- Is the author named?
- If so, does the site tell you about the author's credential and experience?
- Can you confirm the information from books, journals or other websites?
- Be aware that the website may be as biased as any source. Who owns/runs the website and what are they promoting?
- Has the website been updated recently? Is it out of date?

In general, research at University level is NOT based on encyclopedias or internet websites. Research essays must be based on data that is the work of acknowledged authors, and on data with verifiable origins. The advantage of academic books and journals is that the material has been reviewed in manuscript form by experts in the field before publication, and has been tested by review in academic journals after publication. Sometimes, however, information of a high quality is posted on websites before publication or instead of publication through regular channels. If in doubt, consult your lecturer before using a website.

Referencing the WWW

Information from the WWW should be cited just like any other source. Cite website author, title (if actually published as well, publication details should be cited), and the full URL of the website, and the date you visited the web page. For example:

Landrewy, F., 'Paralympic Games and Social Integration' (first published in Miquel de Moragas and Miquel Botella, eds., The Keys to Success, Barcelona, UAB, 1996),
http://blues.uab.es/olympic.studies, 14/1/97

See also, the Referencing Style Guide in Student Resources on the BCA website:

www.bca.edu.au/students.html

Referencing Style Guide: www.bca.edu.au/linked_docs/Student_resources/BCA_Referencing_style_guide.pdf