



Drop-box creation policy

Context

The School of Engineering are committed to adopting electronic submission as the preferred method of submitting formative and summative assessments, where pedagogically appropriate, by semester one of academic year 2016/17.

Purpose

This policy aims clarify the steps involved in creating a drop-box (both physical and electronic) and where responsibilities fall throughout that process.

Benefits

The purpose of this policy is to ensure that all drop-boxes (both physical and electronic) are created in a consistent manner and to state the overall responsibilities for each party involved in the assessment process (administrators, academics, students), with the aim to make things easier for all involved.

Principles

1. For every piece of assessment, formative or summative, when an academic needs a drop-box created (physical or electronic) the Course Organiser or responsible academic¹ should inform the ETO of this before the start of the semester when the course is running.
 - 1.1. As part of this they need to provide the following information about the assessment:
 - 1.1.1. Type
 - 1.1.1.1. Turnitin, Learn, or hardcopy
 - 1.1.2. Due Date, Title, Course
 - 1.1.3. Attachments/instructions
 - 1.1.4. Rubric/Performa
 - 1.1.4.1. What marking scheme will be used?
 - 1.1.5. Marks/feedback return date²
 - 1.1.6. Number of submission attempts students will get
 - 1.1.7. Submitted to repository
 - 1.1.8. Type of file(s)
 - 1.1.9. Group/individual/peer
 - 1.1.10. Is originality check required?

¹ Where Course Organiser.....

² For anything falling outside this policy, eg. Peer Assessment, then please contact the eLearning advisor for further guidance.

- 1.1.10.1. Only for Learn submissions (done automatically in Turnitin)
- 1.1.11. As soon as information is available:
 - 1.1.11.1. Markers
 - 1.1.11.1.1. What markers will be marking the assessment?
- 2. When a course secretary receives assessment information from their courses it is their responsibility to set up a drop-box (physical or electronic) for that assignment.
 - 2.1. If the academic needs to make changes to the original information provided to the ETO then they should contact their course secretary as soon as possible and inform them of the relevant changes to be made.
 - 2.1.1. It is the course organiser's responsibility to ensure that the information sent to the ETO is correct.
 - 2.2. If the course organiser realises that the mark and feedback deadline is likely to be delayed they must inform their course secretary as soon as practically possible so that the proper arrangements can be made.
 - 2.2.1. Acceptable reasons when a delay in marking may occur include:
 - 2.2.1.1. Period of prolonged illness.
 - 2.2.1.2. An unexpected absence from work due to family/caring responsibilities.

Responsibilities

The course organiser and the academic staff are responsible for designing the assessment outcomes and for making the decision about the type of assignment they want to use (Learn, Turnitin, Hardcopy)³. They are also responsible for informing the ETO of all the required information regarding each of their assignments, and updating them as soon as possible of any changes to the drop-box or to the marking deadlines/arrangements. The ETO are responsible for setting up the drop-boxes using the academics' instructions and altering anything that may need altering if changes need to be made later on.

Related Documents

- a) Choosing assignment type
 - a. Hardcopy submission policy will aid in deciding whether to use electronic submission or not
 - b. Learn vs Turnitin documentation will aid in deciding what form of electronic submission is best for the given assignment

³ See related documents (a) for details.