Faculty of Arts Unit Guidelines

Policies, Guidelines and Recommendations for Faculty of Arts units

UNIVERSITY POLICIES

ASSESSMENT & UNIT GUIDE REQUIREMENTS SUMMARY.

FOR FULL POLICY PLEASE SEE POLICY CENTRAL

Unit Guides

- Each Unit Guide is to be produced using the University's officially approved unit guide system. This must be the only available unit guide.
- Each Unit Guide must be available at least two weeks before the scheduled start date of the unit.

Assessments

- Assessment is made by reference to explicit and pre-determined criteria and standards that reflect the learning outcomes
- Clear criteria and performance standards for the assessment of student work are made available to students
- Students will have access to the standards expected and examples of relevant and related assessment tasks.
- Plagiarism detection software will be used for all text-based electronically submitted summative assessment
- To ensure academic integrity, assessment tasks are reviewed regularly, and refreshed and renewed appropriately
- Groupwork: At least 70% of group work assessment shall be allocated to individual performance.
- Students must receive some feedback prior to the census date
- Assessment tasks must be equivalent in category and weighting for all students (internal, external).

FACULTY APPROVED GUIDELINES

- All 1000 level units will offer Week 1 tutorial
- Faculty standard assessment late submission text to be inserted in all unit guides:
  Unless a Special Consideration request has been submitted and approved, (a) a penalty for lateness will apply – 10 mark out of 100 credit will be deducted per day for assignments submitted after the due date – and (b) no assignment will be accepted seven days (incl. weekends) after the original submission deadline
- Moderation report should be filled in throughout the session.
- Only one iLearn site to be created for each unit code.
- Any instance where a student uses the University's electronic learning management system (iLearn) to submit for assessment a written response that comprises more than 250 words in total will be subject to plagiarism detection software.

iLearn

- iLearn Unit should open 1 week prior to start of session.
- Official published Unit Guide should be linked in Topic 0 of the iLearn unit
- All Turnitin assessments are to be marked out of 100
- Gradebook should be setup with categories reflecting the assessments listed in the unit guide.
- Teaching Notes section should be used in iLearn for reflecting on teaching practices.
- Names and contact details of teaching staff are to be listed in the 'Teaching Staff Block'.
- Links to library unit readings via Leganto or other methods.
- The learning outcomes listed in the Unit Guide in unitguides.mq.edu.au are the same as those listed on the iLearn site.
- Assessment tasks in the iLearn unit are identical to those listed in the Unit Guide.
- Assessment submission dates are consistent and up to date for the teaching period.
- There are clear methods for providing feedback to students.

For further unit setup guide see:

https://staff.mq.edu.au/teach/learning-technologies-and-spaces/teaching-technologies-and-tools/ilearn/ilearn-quick-guides-for-staff/unit-set-up

Accessibility

- All images should have 'alt text'
- Headings and Labels in all sections of the unit
- Signposting
- Font is easily readable, such as; Verdana, Arial or Georgia for any attached documents.
- Minimum font size is 2 (10pt) or above.
- Hyperlink to documents contain the document type and file size.
- Tables are not to be used to control layout (try aligning images and adjusting the spacing)

Complete Principal of Universal and Inclusive Design can be found in FoA iLearn Toolbox: https://ilearn.mq.edu.au/course/view.php?id=2281&section=11

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Please email copyright@mq.edu.au for help.