**ASSESSMENT GUIDANCE SESSION II**

This will be the second and final guidance assessment session, which is to provide you with another opportunity to meet me face-to-face in class and ask questions about the development of your portfolio of reports before submission in January.

The submission is electronic only, via Blackboard, where you upload each of your reports. Use the cover sheets provided by the University of Bristol.

The deadline for submission is **Monday 13th January 2020 at 16:00.** GSO will let you know that the system is open for uploading your reports a few days before the submission deadline. (If necessary, the Resit date is to be confirmed, there are specific guidelines described on the Resit part of the Assessment Brief document. This part is only for students that would need a Resit attempt – hopefully none of you!).

Some more guidelines and advice:

**Always** submit an electronic copy of your written work.

**Always** keep a copy of your work in a safe place (e.g., USB stick or external hard disk drive) and ensure that it is backed up!

**Always** keep a file of working papers (containing, for instance, working notes, copied journal articles, and early drafts of your work, etc.) that show the development of your work and the sources you have used. You may need to show this to your tutor at some point, so notes should be clear and written in English.

**Do** clearly state your student number when submitting work, but **do not** indicate your name.

The Harvard referencing standard system should be applied.

**Explanation of submission requirements and further guidance**

* As a guide, this assignment is expected to be between 2700 and 3300 words in total (so, both essays combined should be this length). If your work is greater than the suggested maximum, you should interpret this as a signal that you have not expressed your ideas concisely or with sufficient focus.

Similarly if it is less than the suggested minimum, you should interpret this as a signal that your coverage of the subject is insufficiently comprehensive, either in depth or breadth of coverage. Both, in terms of academic judgement, are weaknesses and may be reflected in the marking. Work achieving the highest marks would not exhibit either of the above flaws.

* Care is taken to ensure that work has been marked correctly. Checks are conducted by both a second lecturer and an independent expert from outside the University on batches of work.
* You will receive feedback explaining how your mark has been arrived at and how your work could have been improved upon.
* Use the Harvard style referencing system. The University of Bristol Library have produced a series of guides covering a range of topics to support your studies and develop your academic skills. Please follow this link for more information:

<http://www.bris.ac.uk/library/support/findinginfo/literature-references/>

* The School has a policy of anonymous marking of individual assessments that applies to most units. You should not identify yourself directly in the work that you submit and you may need to use phrases such as “the author of this assignment…” in the detail of your submission.

**Avoid academic misconduct**

**Warning: Collusion, plagiarism and cheating are very serious offences. The School has a policy of actively identifying students who engage in academic misconduct of this nature and routinely applying detection techniques including the use of a sophisticated software package (i.e., Turnitin). You will be given the chance to check a draft of your work on Turnitin before submission so that you know the Turnitin similarity index for your portfolio; the level of this index may suggest taking relevant action before the official/final submission of your work.**

* **Avoid Collusion.** The School encourages group working, however to avoid collusion always work on your own when completing individual assessments. Do not let fellow students have access to your work at any stage and do not be tempted to access the work of others. Refer to your module tutor if you do not understand or you need further guidance.
* **Avoid plagiarism.** You must use available and relevant literature to demonstrate your knowledge of a subject, however to avoid plagiarism you must take great care to acknowledge it properly. Plagiarism is the act of stealing someone else’s work and passing it off as your own. This includes incorporating either unattributed direct quotation(s) or substantial paraphrasing from the work of another/others. For this reason, it is important that you cite all the sources whose work you have drawn on and reference them fully in accordance with the Harvard referencing standard. (This includes citing any work that you may have submitted yourself previously).

Extensive (!) direct quotations in assessed work or papers is not advised because it represents a poor writing style, and it could lead to omission errors and a plagiarism offence could be committed accidentally. In case you would like to use a whole sentence as a direct quotation (e.g., a definition etc.) as this is provided in a paper or book, then please cite it correctly as per the Harvard reference system.

* **Avoid the temptation to “commission” work or to cheat in other ways.** There are temptations on the internet for you to take “short cuts”. Do not be tempted to either commission work to be completed on your behalf or search for completed past academic work.

Also, here is one last piece of advice; since your assessment in EFIMM0060 is based on secondary research (i.e., desk review), you need to make extensive use of papers and other published literature. Please make sure you paraphrase any content of the papers/books/internet sources you include in your reports. So, keep the same/similar meaning, but change the wording, according to the way that you would like to express the relevant notions.

Of course, this is not something that is likely to be new to you, but it highlights the importance of avoiding problems that could possibly emerge due to the issues mentioned above (and certainly, nobody questions your ability to create great pieces of work and the fact that you have good intentions).