



The University of Southern Queensland

Course specification

Description: Enhancing Learning Through Assessment and Reporting						
Subject	Cat-nbr	Class	Term	Mode	Units	Campus
SEC	3102	41203	1, 2005	ONC	1.00	Toowoomba

Academic group:	FOEDU
Academic org:	FOE003
Student contribution band:	National Priority Teaching
ASCED code:	070303

STAFFING

Examiner: Mark Dawson

RATIONALE

As teachers/trainers we are regularly required to make a variety of instructional decisions about our instruction and about student/trainee performance and progress. This requires the collection of data needed to inform a range of interested parties and provide a basis for future instructional, and possibly employment, decisions. As such, a thorough understanding of assessment principles and practices is vital.

SYNOPSIS

In this course students will demonstrate underlying knowledge of the theory and practice of a variety of assessment procedures currently in use in a range of education and training sectors. They will be required to analyse critically the suitability of such procedures for their own educational contexts. Students are then required to demonstrate competence in constructing and implementing assessment procedures for an educational program in which they are involved. Students will also be required to demonstrate competence in the use of assessment data in reporting on learning outcomes and in the evaluation of their educational programs.

IMPORTANT NOTE: Working with Children: State law in Queensland requires that all adults (including university students, pre-service educators, trainers, vocational teachers, industry educators) working with children under the age of 18, in the State of Queensland*, obtain approval before commencing such work. Many education courses include a practical component (professional experience, project work, research, assessment etc.) that may require engagement with children under the age of 18. It is your responsibility to ensure that you possess a current suitability card (Blue Card) before commencing any practical components of this course. **DO NOT PARTICIPATE IN ANY PRACTICAL EXPERIENCE WITH CHILDREN UNDER 18 UNLESS YOU POSSESS A CURRENT 'BLUE CARD'.** For further information:

<http://www.childcomm.qld.gov.au/employment/bluecard/informationSheets.html> *If you are undertaking practical experience outside the State of Queensland, Australia you should check local requirements.

OBJECTIVES

On completion of this course students will be able to:

1. demonstrate knowledge of different approaches to and purposes of assessment as well as the principles that are generally viewed as guiding sound assessment practice
2. demonstrate understanding of the concepts of validity, reliability and bias and how each applies to assessment of learning
3. plan, design, construct and justify a program of assessment relevant to their own work situations
4. demonstrate competence in constructing and evaluating assessment instruments which match stated instructional objectives of a program in which they teach
5. demonstrate an ability to use data generated by the assessment of learner performance to report on learning achievements and to evaluate the effectiveness of the assessment procedures and programs of instruction.

TOPICS

Description	Weighting (%)
1. An introduction to assessment	20.00
2. Approaches to assessment	10.00
3. Learning outcomes and assessment	20.00
4. Designing assessing	20.00
5. Analysing assessment data	10.00
6. Administering, marking and reporting	10.00
7. Constructing assessment instruments	10.00

TEXT and MATERIALS required to be PURCHASED or ACCESSED

ALL textbooks and materials are available for purchase from USQ BOOKSHOP (unless otherwise stated). Orders may be placed via secure internet, free fax 1800642453, phone 07 46312742 (within Australia), or mail. Overseas students should fax +61 7 46311743, or phone +61 7 46312742. For costs, further details, and internet ordering, use the 'Textbook Search' facility at <http://bookshop.usq.edu.au> click 'Semester', then enter your 'Course Code' (no spaces).

There are no prescribed texts in this course.

REFERENCE MATERIALS

Reference materials are materials that, if accessed by students, may improve their knowledge and understanding of the material in the course and enrich their learning experience.

Any recommended reference materials are referred to in the vourse introductory book.

STUDENT WORKLOAD REQUIREMENTS

ACTIVITY	HOURS
Assessment	29.00
Directed Study	60.00
Lectures and Tutorials	36.00
Private Study	40.00

ASSESSMENT DETAILS

Description	Marks out of	Wtg(%)	Due date
ASSESSMENT CONCEPTS ACTIVITY	20.00	20.00	01 Apr 2005
REPORT	40.00	40.00	06 May 2005
PROJECT	40.00	40.00	10 Jun 2005

IMPORTANT ASSESSMENT INFORMATION

- 1 Attendance requirements:
It is the students' responsibility to attend and participate appropriately in all activities (such as lectures, tutorials, laboratories and practical work) scheduled for them, and to study all material provided to them or required to be accessed by them to maximise their chance of meeting the objectives of the course and to be informed of course-related activities and administration.
- 2 Requirements for students to complete each assessment item satisfactorily:
To complete each of the assignments satisfactorily, students must obtain at least 50% of the marks available for each assignment.
- 3 Penalties for late submission of required work:
In accordance with the University's assignment extension policy (Regulation 5.6.1), the examiner may grant an extension of the due date of an assignment in extenuating circumstances.
- 4 Requirements for student to be awarded a passing grade in the course:
To be assured of receiving a passing grade a student must submit all of the summative assessment items and achieve at least 50% of the available weighted marks for those items.
- 5 Method used to combine assessment results to attain final grade:
The final grades for students will be assigned on the basis of the weighted aggregate of the marks obtained for each of the summative assessment items in the course.
- 6 Examination information:
There is no examination in this course.
- 7 Examination period when Deferred/Supplementary examinations will be held:
There will be no Deferred or Supplementary examinations in this course.
- 8 University Regulations:
Students should read USQ Regulations 5.1 Definitions, 5.6. Assessment, and 5.10 Academic Misconduct for further information and to avoid actions which might contravene University Regulations. These regulations can be found at the URL

<http://www.usq.edu.au/corporateservices/calendar/part5.htm> or in the current USQ Handbook.

ASSESSMENT NOTES

- 1 The due date for an assignment is the date by which a student must despatch the assignment to the USQ. The onus is on the student to provide proof of the despatch date, if requested by the examiner.
- 2 Students must retain a copy of each item submitted for assessment. This must be produced within twenty-four (24) hours of receipt of request being made by the examiner. The student must retain this copy until the grade for this course has been finalised.
- 3 In accordance with the University's assignment extension policy (Regulation 5.6.1), the examiner may grant an extension of the due date of an assignment in extenuating circumstances.
- 4 The Faculty will normally only accept assessments that have been written, typed or printed on paper-based media.
- 5 The Faculty will NOT accept submission of assignments by facsimile.
- 6 Students who do not have regular access to postal services or who are otherwise disadvantaged by these regulations may be given special consideration. They should contact the examiner of the course to negotiate such special arrangements.
- 7 Students who have undertaken all of the required assessments in a course but who have failed to meet some of the specified objectives of a course within the normally prescribed time may be awarded the temporary grade: IM (Incomplete - Make up). An IM grade will only be awarded when, in the opinion of the examiner, a student will be able to achieve the remaining objectives of the course after a period of non-directed personal study.
- 8 Students who, for medical, family/personal, or employment-related reasons, are unable to complete an assignment or to sit for an examination at the scheduled time may apply to defer an assessment in a course. Such a request must be accompanied by appropriate supporting documentation. One of the following temporary grades may be awarded IDS (Incomplete - Deferred Examination); IDM (Incomplete - Deferred Make-up); IDB (Incomplete - Both Deferred Examination and Deferred Make-up).
- 9 When there is more than one marker for a single item of assessment, the distributed patterns and means for the different markers will be compared and marks adjusted if necessary.
- 10 Marking criteria are provided in course material as mark sheets/guides or as part of assignment specifications.
- 11 Each assessment item must be submitted and passed.
- 12 Summative assessment items will receive a numerical score. Any ungraded assessment requirement will receive a Pass, Fail or Incomplete.
- 13 To complete the assessment tasks for this course, students need to be currently involved in a teaching/training/instruction context. Students need to have access to sufficient data to allow them to plan and implement a substantial program of learning assessment, or have access to an instructional setting that includes access to assessment instruments and resulting learner data.

OTHER REQUIREMENTS

- 1 Students will require access to e-mail and Internet access to USQConnect for this course.

- 2 Students are to use a recognised referencing system as specified by the examiner.
- 3 **IMPORTANT NOTE:** Working with Children: State law in Queensland requires that all adults (including university students, pre-service educators, trainers, vocational teachers, industry educators) working with children under the age of 18, in the State of Queensland*, obtain approval before commencing such work. Many education courses include a practical component (professional experience, project work, research, assessment etc.) that may require engagement with children under the age of 18. It is your responsibility to ensure that you possess a current suitability card (Blue Card) before commencing any practical components of this course. **DO NOT PARTICIPATE IN ANY PRACTICAL EXPERIENCE WITH CHILDREN UNDER 18 UNLESS YOU POSSESS A CURRENT 'BLUE CARD'**. For further information:
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