

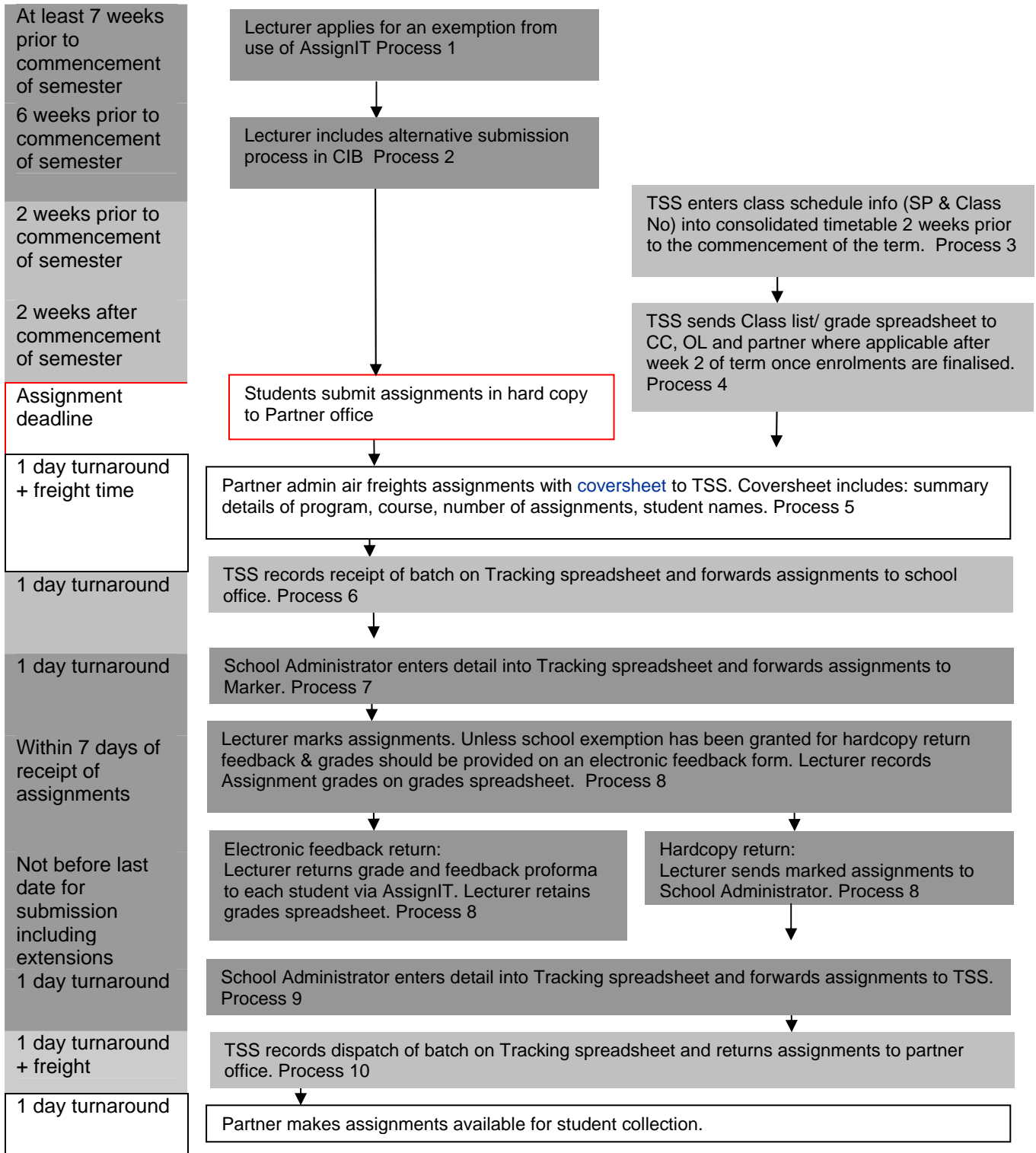
Hardcopy submission of Assignments Non-Moderated Courses

From Jan 2007 the use of AssignIT for submission of assignments is required. If you are unable to use AssignIT due to a medical condition or because the format of the assignment is not appropriate please contact your SEO to apply for an exemption. All courses without a formal exemption are required to use AssignIT.

An exemption may be granted for all or only some of the assessment items.

TSS = School =

Student = Partner =



This process is repeated for each piece of assessment given an Exemption from AssignIT - students submitting assignments in hardcopy to UniSA via the partner and the Course Coordinator returning feedback and grade via AssignIT.

TSS is aware that this is a cumbersome process with multiple layers of handling assignments in transit. The double handling is a direct result of the last TSS Review where assignment tracking was returned to schools. A reversal of this decision will impact on TSS Staffing. Hardcopy submission and return of assignments does not operate as efficiently as online submission and should only be considered as a last resort.

Guide to Acronyms

CTI: Course Timeline Information (formerly known as TPI)

School

DHOS: Deputy Head of School

SEO: School Executive Officer

SA: School Administrator

CC: Course Coordinator

MOD: Moderator

OL: Offshore Partner Lecturer

TSS

PRC: Program Relationship Coordinator

PRA: Program Relationship Administrator

SSA: Student Services Advisor

CTWO: Coordinator Travel Web and Online

AWO: Administrator Web and Online

Process 1: Lecturer applies for an exemption.

If there are medical or technical grounds that influence whether AssignIT can be used for one or all assessment in the course the lecturer should contact the SEO for school processes associated with applying for an exemption. Where exemptions are granted the SEO records the exemption on M:\TSS Tracking\TSS Tracking\AssignIT exemptions.xls

Process 2:

When exemptions are granted the Course Coordinator amends the Course Information Booklet Template to provide alternative assignment submission methods. Contact the PRA for your program if you require assistance with Hardcopy submission details. See TSS contacts at:

<http://www.newdev.unisa.edu.au/tss/contact.asp>

Process 3:

TSS enters class schedule info (SP & Class No) into consolidated timetable 1-2 weeks prior to the commencement of the term.

Class lists are received from the partner approximately 2-3 weeks prior to the commencement of the semester. At this time the classes are scheduled and students block enrolled. Classes are not visible in UniSAinfo, AssignIT or CEI until the students have been enrolled.

SSA enters study period and class number data into the TSS Consolidated timetable at: <M:\TSS Tracking\TSS Consolidated Timetable\Undergrad Consolidated Timetable.xls>

Process 4: TSS sends Class list/ grade spreadsheet to CC, OL and partner where applicable after week 2 of term once enrolments are finalised.

Final class lists are provided by the partner 2 weeks after the commencement of the semester. At this time enrolments are finalised and the class list is downloaded from UniSAinfo and emailed to the CC, OL and a copy to the partner where applicable, as an excel spreadsheet. The spreadsheet is formatted for grade recording by SSA with appropriate formulas (determined by assessment weighting outlined in CIB) for automatic grade calculation taken.

Process 5:

Partner admin completes and attaches Summary [Coversheet](#) to batch of assignments and airfreights assignments to TSS

Process 6:

TSS records receipt of batch on Tracking spreadsheet and forwards assignments to School Office.
Detail required: *Partner's office, date received from Partner, date sent to school*

Process 7:

School administrator enters detail into Tracking spreadsheet and forwards assignments to moderator.
Detail required: *Date received from TSS, Sender's name, intake detail, course name, number of assignments, date sent to course coordinator, course coordinator's name*

Process 8:

Lecturer marks assignments. Unless school exemption has been granted for hardcopy return, feedback & grades should be provided on an electronic feedback form. Assignments should not be returned until after the last date for submission including extensions.

Lecturers may design their own marking proforma/feedback form according to their criteria for marking. Lecturer records Assignment grades on grades spreadsheet and retains for next assessment. The grades spreadsheet should not be distributed to students.

Tip: General feedback on the assignment may be given to the entire class rather than repeated to each student. This may either be posted to the course website or returned via AssignIT as an additional attachment.

Note: Hardcopy assignments are not usually returned to students except in exempt cases or where the student is deemed 'at risk' and requires additional 'in context' feedback. These hard copy assignments may be returned to TSS via School Administrator for shipment to the partner. All other students should only receive feedback electronically via AssignIT and through general comments posted to the course website.

Note: It is the marker's responsibility to ensure that agreed timelines are met. If delays are expected please advise your SEO.

Process 9:

School administrator enters detail into Tracking spreadsheet and forwards assignments to moderator.
Detail required: *Date returned by course coordinator, results entered on spreadsheet, date sent to TSS*

Process 10:

TSS records DHL con note details and dispatch of samples on Tracking spreadsheet and airfreights samples to partner office. Details required: *Date received from school, date sent to partner, contact person, airway bill number.*

Appendix 1: Staff contacts - <http://www.unisa.edu.au/tss/contact.asp>

Appendix 2: BUE Transnational AssignIT User Manual

http://www.unisa.edu.au/tss/ac_resources/ac_resources.asp