

Participant's Guide to NILE Online Assessments

(Revised June 15)

What is assessed?

You are only assessed on your final Assignment and Reflection Task, not your participation during the course. However, you can only receive a Certificate of Successful Completion if you have participated significantly in six or more units. These are the different levels of certification you can get:

- **Certificate of Participation** - Contributions in six or more units but no assignment
- **Certificate of Successful Completion** - Contributions in six or more units and passed assignment (60 – 80%)
- **Certificate of Successful Completion with Distinction** - Contributions in six or more units and Distinction in assignment (80%+)

What are the assignments?

The assignment for your course is in *Resources > Details of Assessment*. On most courses there is a choice of two assignments – you do *one* only. This counts for 80% of the final assessment.

The other part of the assessment is the Reflection Task. This counts for 20% of the final assessment. Please don't forget to do this!

Timetable

In Week 8 of your course, your tutor will tell you about your Assignment, Pre-Assignment and Reflection tasks.

You have one week from the end of week 8 to submit your Pre-Assignment task. Your tutor will give you feedback on this. This is to make sure that you are on the right track. You should take your tutor's comments on your Pre-Assignment Task into account when writing your final Assignment. Final assignments will not be accepted from participants who have not submitted a Pre-Assignment Task beforehand.

You have 4 weeks from the end of Week 8 of the course to submit your final assignment. You must also submit your Reflection task by this date.

Tutors have 2 weeks from that date to mark and return assignments. You will receive a certificate by email the following week.

So for example:

Pre-Assignment Task Submission	By 1 July 2015
Final Assignment Submission	By 22 July 2015
Grading and Feedback	By 5 August
Certification	By 14 August

Tutorials

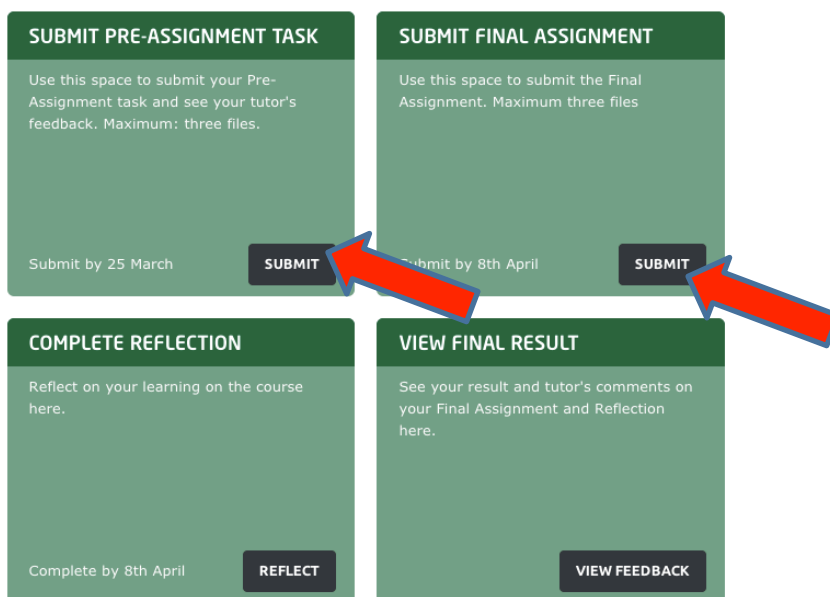
If you would like to have a tutorial about the assignments in Weeks 8, 9 or 10 please contact your tutor using the Course Messaging System. This is to discuss what you are planning to do for your Assignment, clarify feedback on your Pre-Assignment task or ask any questions.

How to submit assignments

Go to *Assignment* on the course home page



When you get here ...



NOTE: Your Final Assignment and Reflection must be submitted by Weds. 8th April 2015.

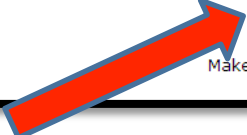
... click on *Submit Pre-Assignment Task > Submit OR Submit Final Assignment > Submit*. Which takes you to this page:

Browse to the file(s) on your computer and upload them.
Your tutor will assess your product and give you feedback and a final grade.
When you have submitted your assignment, please complete the Reflection Task (this is also part of your assessment). You can access this from the Assignment Home Page.

Submission status

Submission status	Submitted for grading
Grading status	Not graded
Due date	Sunday, 6 July 2014, 10:20 PM
Time remaining	34 days 11 hours
Last modified	Friday, 23 May 2014, 11:29 AM
Submission comments	▶ Comments (0)

[Edit submission](#)
Make changes to your submission



Click on *Edit Submission*. Note you can also leave *Comments* with your submission if you need to. And you can click *Make changes to your submission* if you need to subsequently edit it (before the deadline).

Edit Submission brings you here:

Browse to the file(s) on your computer and upload them.
Your tutor will assess your product and give you feedback and a final grade.
When you have submitted your assignment, please complete the Reflection Task (this is also part of your assessment). You can access this from the Assignment Home Page.

I declare that this assignment is entirely my own work and that all quotations from other sources have been properly identified and correctly referenced.

▼ File submissions

Maximum size for new files: 10MB, maximum attachments: 5

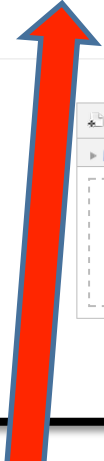
Add... Create folder

Files

↓

You can drag and drop files here to add them.

[CANCEL](#) [SAVE CHANGES](#)



You have to check the box to declare it is all your own work and then upload your file(s). Note there is a maximum of 10mb and 5 attachments. Upload by dragging and dropping files or clicking on *Add...* and then browsing to the correct file to upload. Then *Save Changes*.

How to submit Reflection Tasks

Reflection tasks must be done *after* the main Assignment but *before* getting feedback (ie before the submission deadline). Click here:

The screenshot shows four green task cards arranged in a 2x2 grid. The top-left card is titled 'SUBMIT PRE-ASSIGNMENT TASK' and includes a 'SUBMIT' button and a deadline of '25 March'. The top-right card is titled 'SUBMIT FINAL ASSIGNMENT' and includes a 'SUBMIT' button and a deadline of '8th April'. The bottom-left card is titled 'COMPLETE REFLECTION' and includes a 'REFLECT' button and a deadline of '8th April'. The bottom-right card is titled 'VIEW FINAL RESULT' and includes a 'VIEW FEEDBACK' button. A large red arrow with a blue outline points from the 'SUBMIT FINAL ASSIGNMENT' card down to the 'COMPLETE REFLECTION' card.

NOTE: Your Final Assignment and Reflection must be submitted by Weds. 8th April 2015.

On the next page click *Answer the questions* and come to this page where you write your answers in the box and click *Submit questionnaire*.

Write 300-500 words reflecting on your learning and professional development during the course and through completing the assignment.

You should consider the following:

- what the most important learning outcomes have been for you
- what areas of the course have been of particular interest to you
- what you learned by completing the assignment
- how you will be able to implement these ideas in your teaching or training work in the future.

The screenshot shows a rich text editor toolbar with various icons for text formatting (bold, italic, underline, strikethrough, text color, background color), alignment (left, center, right, justified), and other functions like bulleted list, numbered list, link, unlink, and insert link. Below the toolbar is a text input field with the placeholder text 'Path: p'.

Submit questionnaire

How assignments are graded

Assignments and Reflection Tasks are graded out of 100 in total. See the criteria in Details of assessment for weightings. 60% is Pass and 80% is Distinction.

How to see your grade and comments

Your tutor will email you when your work has been marked and graded.

To see the results, go to *Course Home Page > Assignment > View Feedback*. This is the same page where you submitted your assignment. Go to the bottom of the page and move the scroll bar to the right till you see your results. Click on your *Feedback file* and download the marked assignment.

Please ask your tutor if you have further questions.

Johanna Stirling
NILE Online Academic Manager
June 2015