

Explanation of the brief assignment



**ASSIGN
BUSTER**

Examine this assignment brief and identify the pass criteria. The assignment brief is a sheet on which you find all the information you need to complete the given assignment. At the very top you find the title of your assignment and underneath the class, the running semester, the lecturer, the date when you were given the assignment and the due date. Under this information you find the list of things you need to fulfill in order to successfully complete the assignment.

The pass criteria are a list of tasks that has to be achieved in order to just pass the assignment without the merits or distinctions. In this assignment brief the pass criteria is in an orange square, on the right there is the Learning Outcome in this case “ Explore HAND and Prague College educational concepts and administrative systems”(Adler, 2014, p. L) and on the left the grading descriptors, a detailed list of things you must achieve in the essay to get pass.

Even lower you find the merits and distinction criteria laid in the same manner as the pass criteria. Further down you find the summary of tasks, which explains what exactly you have to write about. Underneath there is the required work and format, which tells you the details on how to structure and how many words it has to contain and on the other side of the page you find the list of resources which will be useful for this essay. 2. Briefly explain how a student might achieve a pass, merit, or distinction for a class.

For a student to achieve a pass he has to read carefully the assignment brief, ensure he has the right format, naming correctly the file and delivering on time and fulfill all the criteria mentioned, in this specific brief in the orange

square on the right side. The same goes for merits which are in a blue square and for distinction which are in the violet square. 3. Explain what a referral is and what happens after you receive one. A referral or resubmission occurs when a student fails to achieve all the Learning Outcome criterion's set by the lecturer (Baklava, 2014, p 47) "... ND there is no further opportunity to meet this criteria later in the class, students may be asked to resubmit the work (this is called a referral)". After you receive a referral, you cannot get the merits or distinction, only a pass. 4. What documents must be used when submitting an assignment. The first and most important document that has to be used is the Assignment Brief, here you find all the information needed to "construct" the perfect essay. Another very important document is the book of Shields G. ND Pears R. (Cite them right, 2013), that shows you how to cite authors, books and many more information sources correctly. Another assignments filled out correctly. Other documents that be used should be relevant to the topic you are writing for. 5. Explain the use and function of other documents which are used in the HAND and Prague College system with assignments. The already mentioned documents must be used for assignments but Prague College uses other important ones.