

# Miss assignment



A tutorial letter is our way of communicating with you about teaching, learning and assessment. Tutorial Letter 101 – this tutorial letter – contains important information about the scheme of work, resources and assignments for this module. We urge you to read it carefully and to keep it at hand when working through the study material, preparing the assignment(s), preparing for the examination and addressing questions to your lecturers. You will also receive Centre Tutorial Letter at the start of your semester.

Please read both Tutorial Letters 301 in combination with this Tutorial Letter 101 as it gives you an idea of generally important information when studying at a distance and within a particular College/Centre. In Tutorial Letter 101, you will find the assignments and assessment criteria as well s instructions on the preparation and submission of the assignments. This tutorial letter also provides all the information you need with regard to the prescribed study material and other resources and how to obtain it.

Please study this information carefully and make sure that you obtain the prescribed material as soon as possible. We have also included certain general and administrative information about this module. Please study this section of the tutorial letter carefully. From the onset we would like to point out that you must read all the tutorial letters you receive during he semester immediately and carefully, as they always contain important and, sometimes, urgent information. We hope that you will enjoy this module and wish you all the best!

To register for the Millie email account, visit this web page: <http://Millie>.

Unions. AC. AZ 5. 1 manias If you have access to a computer that is linked to

<https://assignbuster.com/miss-assignment/>

the internet, you can quickly access sources and information at the University. If you do not have access to a computer, please call the contact centre to enquire about using a Unions computer centre. The manias learning management system is Unison's online campus that will help you to communicate with your lecturers, with other students and with the administrative departments of Unions – all through the computer and the internet.

PLEASE NOTE We will use manias increasingly to communicate with our students, so it is advisable that you register with this service as quickly as possible and visit manias regularly to keep abreast of developments. Think about checking manias for any communication from the lecturer/Department before contacting us telepathically, as your query may already have been answered on manias. To go to the Malaysian website, start at the main Unions website, [http:// womanish. AC. AZ](http://womanish.AC.AZ), and then click on the “ Login to manias” link on the right-hand side of the screen. This should take you to the manias website.

You can also go there directly by typing in [http://my. Unions. AC. AZ](http://my.Unions.AC.AZ). If you should need to replace any of your study material, you can access this study material on manias. 6 MODULE SPECIFIC STUDY PLAN A comprehensive study plan will be provided to you in Tutorial Letter 102 outlining what you need to study and when. ASSESSMENT Assignments and learning Assignments are seen as part of the learning material for this module. As you do the assignment, study the reading texts, consult other resources, discuss the work with fellow students or tutors or do research, you are actively engaged in learning.

<https://assignbuster.com/miss-assignment/>

Paying attention to the assessment criteria for each assignment will help you to understand what is required of you more clearly. 7. 2 General remarks

PLEASE NOTE: Enquiries about assignments (for example, whether or not the University has received your assignment or the date on which an assignment was returned to you) must be addressed to the assignment section at [email protected]AC. AZ. You might also find information on manias.

Assignments should be addressed to: pop BOX 392 UNIONS 0003 You must submit the first assignment electronically via manias.

This first assignment may not be submitted by fax or e-mail. For detailed information and requirements as far as assignments are concerned, see the brochure my studies @ Unions that you received with your study material. To submit an assignment via manias: Go to manias. Log in with your student number and password. Select the module. Click on assignments in the left-hand menu. Click on the assignment number you want to submit. Follow the instructions on the screen. **COMPULSORY ASSIGNMENT** There is ONE compulsory assignment and one self-assessment assignment for this module.

There is a non-negotiable submission deadline for the assignment (see appendix A) and you must submit the first assignment if you wish to gain entry to the examination! Your mark for assignment 1 will serve as your year mark. Submission dates Refer to appendix A for assignment questions and submission dates. 7. 4 Year mark Your year mark, is based on the mark obtained for assignment 1, and contributes 20% towards your final mark, while your examination mark contributes 80%. The combined weighted

average of your year mark and examination mark must be 50% or higher for you to pass the module.

You will need a mark of at least 40% to qualify for a supplementary examination. Refer to your 301 tutorial letter for more information. For an example of how your final mark will be calculated: Assignment mark 01 = 20% of the assignment mark = 12% Examination mark = 50% 80% of the examination mark = 40% Final mark = (20% assignment mark) + (80% examination mark) SUBMISSION RULE Irrespective of the year mark obtained, a submission of 40% must be obtained in the examination. In line with the Unions assessment policy, your year marks will not be taken into account if you obtain less than 40% in the examination.