



# 1. Staff

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Position	Name	Email	Consultation times and locations	Contact Details
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Course  
Convenor









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## 5. Assessment

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### 5.1 Assessment tasks

All assessments in this course have been designed and implemented in accordance with UNSW

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## 5.2 Assessment criteria and standards

Further details and marking criteria for each assessment will be provided to students closer to the assessment release date (see 4.1: UNSW Assessment Design Procedure).

## 5.3 Submission of assessment tasks

**Written assessments:** In accordance with UNSW Assessment Policy all written pieces of assessment must be submitted online via Turnitin. No paper or emailed copies will be accepted.

**Late penalties:** deduction of marks for late submissions will be in accordance with the Graduate Certificate in Child Development assessment policy. Students will receive a penalty of 5% per day for late submissions, including weekends. For example an assessment due on Sunday and submitted on Tuesday would be considered two days late leading to a penalty of  $5\% \times 2 = 10\%$  from the total assessment mark (see: Graduate Certificate in Child Development (7419) Program Guide).

**Special Consideration:** Students who are unable to complete an assessment task by the assigned due date can apply for special consideration. Special consideration applications must be submitted through the special consideration portal available through myUNSW along with appropriate third-party supporting documentation. **NB:** *UNSW operates under a Fit to Sit/Submit rule for all assessments. If a student wishes to submit an application for special consideration for an exam or assessment, the application must be submitted **prior to the start** of the exam or **before** an assessment is submitted. If a student sits the exam/submits an assignment, they are declaring themselves well enough to do so and are unable to subsequently apply for special consideration.*

Students who have experienced significant illness or misadventure during the assessment period may be eligible. Only circumstances deemed to be outside of the student's control are eligible for special consideration (see - <https://student.unsw.edu.au/special-consideration>). In the case of take-home assessment tasks, misadventure must occur for at least 3 consecutive days during the assessment period. If approved, students may be given an extended due date to complete take-home assessments

**Alternative assessments:** there will be no alternative assessments due to the intensive nature of the course. Please refer to the Graduate Certificate in Child Development (7419) Program Guide for policies and procedures relating to misadventure.

**Supplementary examinations:** Students may apply for a supplementary exam, providing that this is not an ongoing issue. If students are unable to engage in all aspects of the course for two weeks or longer, they will be required to submit an application to withdraw from the course without penalty. Please refer to the Graduate Certificate in Child Development (7419) Program Guide for policies and procedures relating to misadventure.

## 5.4. Feedback on assessment

Feedback on all pieces of assessment in this course will be provided in accordance with UNSW Assessment Policy.

Assessment	When	Who	Where	How
"Secured" Quizzes (cumulative assessment)	Monday following quiz submission	Course Convenor	Gradebook	Moodle
Oral Presentation	Sunday Week 5	Course Convenor	Gradebook	Moodle
Peer Review	Sunday Week 6			

Research Report Discussion	10 working days after due date	Course Convenor	Gradebook	Moodle
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## 6. Academic integrity, referencing and plagiarism

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The APA (6<sup>th</sup> or 7<sup>th</sup> edition) referencing style is to be adopted in this course. Students should consult the publication manual itself (rather than third party interpretations of it) in order to properly adhere to APA style conventions. Students do not need to purchase a copy of the manual, it is available in the library or online. This resource is used by assessment markers and should be the only resource used by students to ensure they adopt this style appropriately:

### [APA 7th edition.](#)

**Referencing** is a way of acknowledging the sources of information that you use to research your assignments. You need to provide a reference whenever you draw on someone else's words, ideas or research. Not referencing other people's work can constitute plagiarism.

Further information about referencing styles can be located at <https://student.unsw.edu.au/referencing>

**Academic integrity** is fundamental to success at university. Academic integrity can be defined as a commitment to six fundamental values in academic pursuits: honesty, trust, fairness, respect, responsibility and courage.<sup>1</sup> At UNSW, this means that your work must be your own, and others'

