

IMPORTANT NOTES TO REMEMBER FOR THE PRESENTATION OF WRITTEN ASSESSMENT

It is vital that each student refers to the “CIS Guidelines for Written Work” at all times in the preparation of their written assessment.

It is particularly important for each student to remember two important features of presentation.

1. Integrity

Integrity in the presentation of assessment tasks demands that students present work that is properly their own. This need not exclude collaborative learning. Work, however, that is substantially that of someone other than the student lacks the integrity expected of a student.

Plagiarism consists in the intentional or unintentional use of somebody else’s words or ideas without proper acknowledgment. In our society and its academic establishments plagiarism is absolutely prohibited and can lead to severe penalties. Plagiarism is easily avoided by means of suitable methods of documentation which are discussed below. Student assignments are usually heavily dependent on other sources, and often a student’s major achievement will be associated with the discovery and restatement of somebody else’s ideas. All written assignments must acknowledge these sources. Major essays demand more detailed documentation.

Proper acknowledgement consists of two parts: firstly, the enclosure of any quoted words in double inverted commas, or by indentation if the quoted words are more than four lines long; and, secondly, the reference by use of footnotes or endnotes to the specific page from which the quoted words were taken.

2. Style

Assignments at CIS are presented on A4 paper with at least a 3cm left margin and a standard right margin. Clearly legible handwriting, penned on alternate lines is accepted, but typing is preferred.

The text is double-spaced, and paragraphing is made distinct either by indenting the first line or by an extra line between paragraphs.

Short quotations are placed between double inverted commas, but longer quotations of more than four lines or of more than one sentence are typed single space without quotation marks, and the whole paragraph is indented four spaces. Quotations, however, should be kept to a minimum.

Foreign words and the titles of books are underlined or italicised. Pages are numbered.

Either footnotes or endnotes are acceptable. These are used for referencing and for providing the original language text of a quotation translated by the writer. Less frequently they are used for further argument that would not sit easily in the text. As far as possible, footnote or endnote numbers in the text should occur at the end of sentences after the stop to avoid distracting the reader in mid-sentence. Scripture references are included within brackets in the text.

Assignments are stapled to a **CIS Coversheet** without any other cover or folder and delivered to the Registry. They must adhere to the word count set by the teacher, although footnotes and bibliography are not included in that count. A variance of up to 10% is acceptable. Other regulations are found in the Academic Regulations under “Assessment”.

Remember, your grade for each written assessment is given on the basis not only of content but also on the basis of presentation.

If the presentation of your written assessment does not comply with the “CIS Guidelines for Written Work” you may be penalized by a reduction of marks, and you may be requested to re-submit the assessment with a severe penalty.

If your written assessment does not meet the standards of Academic Integrity mentioned above your lecturer is bound to refer you to the Academic Dean for Academic Misconduct and to the processes and procedures as outlined in Section 20 of the CIS Academic Structures, Regulations and Procedures.

General Description of the Grades Allocated at CIS:

	High Distinction (H)	Distinction (D)	Credit (C)	Pass (P)	Fail (N)
Percentage score	85-100%	75-84%	65-74%	50-64%	0-49%
General Description	Outstanding work that comprehensively attains the required outcome(s) showing superior knowledge, understanding, analysis, critical interpretation, presentation, and originality	Excellent work that substantially attains the required outcome(s) showing a high level of knowledge, understanding, analysis, critical interpretation, presentation, and some originality.	Work that soundly attains the required outcome(s) showing a good level of knowledge, understanding, analysis, presentation, and some evidence of critical interpretation.	Work that satisfactorily attains the required outcome(s), with adequate knowledge, understanding, analysis, and presentation.	Work that fails to attain the required outcome(s), lacking in basic knowledge, understanding, analysis, and presentation.