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## 1. Guidelines for written work

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### Writing your assignment or exam

- Answer questions in a concise and readable form.
- Assignments should be in the form of a written report, which must follow a logical form, be in correct English, and contain relevant, well-labeled tables and figures. (Raw computer output is not acceptable.)
- You should show enough of your working so that it is possible for examiners to work out where you went wrong if your answer is not correct.
- Leave at least two blank lines after each question and, if writing equations, leave a blank line before and after each equation.
- Do not repeat the wording of the question. Simply write the number of the question.
- Do not include footnotes, margin notes, call-out boxes or the like.
- Graphs may be prepared using a graphics package or by hand (see below for hand written presentation).
- Marks may be deducted for excessive material that does not directly address the question posed.
- **Incorporate all material into one file** - this includes graphs. You may use Word or text formats.

**Note:** Guidelines for reporting statistical results and academic referencing can be found on the Student Resources page of the BCA website:

[Reporting statistical results](#)

[Academic referencing](#)

### Hand written submissions will be accepted.

When sending hand written assignments, all of the above guidelines apply, and additionally:

- Ensure writing is legible.
- Use black or blue pen, not pencil.
- Write on one side of the paper only.
- If preparing graphs by hand, each graph must use a separate sheet of ruled graph paper.

## 2. Guidelines for access to and submission of assignments and exams

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### Academic Honesty

Students are reminded that plagiarism is not acceptable. Please ensure that you understand what plagiarism means and that you have read and understood the policy associated with the university in which you are enrolled. When submitting material for assessment, you will be required to complete a declaration certifying that you have done this.

Links to the academic honesty policies of all BCA Consortium Universities are listed below. These sites generally also contain advice about writing your own work. (See also, appendix 1, "Own work" guidelines: advice on Use of Internet Sites.)

Note that the Academic Honesty procedures are a compulsory requirement of all universities. In addition to the advice listed below, unit coordinators will provide unit-specific assessment instructions in unit Study Guides.

#### Academic honesty policies:

[The University of Adelaide](#)

[Macquarie University](#)

[Monash University](#)

[The University of Melbourne](#)

[The University of Queensland](#)

[The University of Sydney](#)

### Downloading your assignment and sending your submission

There are 2 ways to hand in assessment. The default method is submission in Blackboard (eLearning). However, in the event of a system breakdown, students can send assessment items to coordinators by email. *Offline* submissions will need to be accompanied by a completed Assignment/Assessment Cover Sheet. (Note: a cover sheet is generally not required for *assessable exercises*.)

### The *Assessment* facility in Blackboard unit sites - accessing and submitting your assignment

Unit coordinators will post assignments for you to download in the Assessment page of your Blackboard unit sites.

**Access:** Go to *Assessment* in the menu on the left hand side of the unit page (or there may be a link to the assignment in the relevant module folder of your unit site). You can download your assessment item and, once completed, submit it on the same page.

#### Downloading assignments

	<b>Assignment 1</b> DOWNLOAD ASSIGNMENT 1 HERE
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## Submission

### Identifying your submission

- **Insert identifying details** in the header or footer box of your document, so that they appear on every page. Along with page numbers, include: your name, the unit code and the assignment/exercise number, or note that it is an exam. If your submission is hand written, please write these details on every page.
- **Ensure the File Name of all electronic submissions** contains the relevant BCA unit code >> assignment/exam >> and your first initial and surname (eg: DES\_ exam\_JTaylor).

### Completed assignments must be submitted in the *Turnitin* submission dropbox.

In order to submit completed assignments you will be required to complete an Academic Honesty Declaration "test" (consisting of one 'either/or' question) per assessment item.

The submission drop-box will not be visible on the *Assessment* page until you have done this. Once you have answered the question in the Declaration, the submission drop-box will appear underneath.

### The Academic Honesty Declaration question will read:

**Before submitting your assignment/exam**, please make sure you have read the Assessment Submission Instructions in the [BCA Assessment Guide](#) , including the Academic Dishonesty and Plagiarism policy at the university in which you are enrolled.

The Guide includes links to **Academic Dishonesty and Plagiarism policies at all BCA consortium universities** (see page 3).

#### I certify that:

1. I have read the policy on plagiarism associated with the University in which I am enrolled;
2. I understand that failure to comply with the student plagiarism policy and procedures of the University in which I am enrolled may lead to the University commencing proceedings against me for student misconduct, in accordance with the By-Laws of the University;
3. this Work is substantially my own work, and to the extent that any part of this Work is not my own, I have indicated that it is not by acknowledging the source of that part or those parts of the Work;
4. this Work or substantial parts of it have not previously been submitted for academic credit in any formal course of study; and
5. the Work is not the result of collaboration with others.

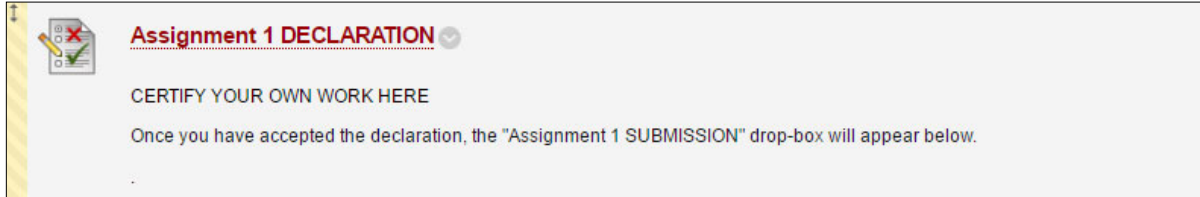
#### And, I agree that:

1. the assessor of this Work may, for the purpose of assessing this Work, reproduce this Work and provide a copy of this Work to another BCA unit coordinator or member of the BCA Board of Assessment.

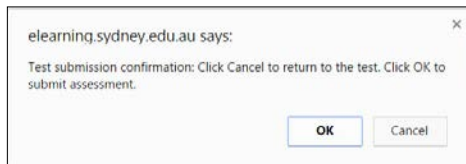
**Note:** if you are looking at this page for the second time, you will need to click on "Save and submit" again.

**Note:** The BCA is required by individual universities to use Turnitin for assignment submissions. As the BCA uses the University of Sydney eLearning platform, the Academic Honesty Statement in Turnitin applies to that university only. The Academic Honesty Statement that applies to all BCA students is the one included in the separate Declaration described above

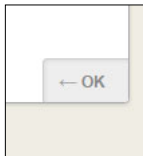
### Completing the *Assignment Declaration*



1. Click on the **Assignment Declaration** for your assignment
2. Click **Begin**
3. Read the declaration carefully and choose **Yes** (you will need to scroll down to the bottom of the box to reach the yes/no buttons).
4. Click **Save and submit**
5. An *elearning.sydney.edu.au* dialogue box will appear at the top of the page. Click **OK**.



6. A **Test Submitted: (unit) assignment (no.) DECLARATION** box will appear. Click **OK** (the "OK" box is at the very bottom, right-hand-side). This will confirm submission.
7. A **Review Test Submission: (unit) assignment (no.) DECLARATION** box will appear. Click **OK** (the "OK" box is at the very bottom, right-hand-side). This is a confirmation that the 'test' (ie the declaration) was submitted.



8. If you clicked **Yes** in the declaration, you should now be able to see the **Turnitin** submission drop-box.



Further instruction about how to submit assignments online can be found on the home page of each unit site, and [here](#).

### 3. BCA guidelines: marked assessment, student evaluations, complaints, home university unit codes

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#### Guidelines for:

- a. Extensions and late submissions
  - b. Assessment submission and declaration of original work
  - c. Student unit evaluations
  - d. Complaints
- 

#### **a. Extensions and late submissions**

For various reasons, you may sometimes experience difficulties in getting your assignments submitted on the due date. Requests for an extension for an assignment must be made in advance of the due date for that assignment. The normal grounds for an extension being granted are bereavement, personal illness or illness in a family member requiring you to exercise a significant carer role. The request must be made directly to the unit coordinator by email. The unit coordinator will reply to the request by email with the decision as to whether an extension has been granted and the new date. Extensions will normally be no longer than two days. Students will be required to apply for Special Consideration at their home university for longer extensions.

Where a student is so incapacitated by a medical or other condition that he or she is unable to request an extension in advance, medical or other certification should explicitly note the severity of the disabling condition that precluded the advance request being made.

#### **b. Assessment submission**

##### ***i Guidelines and advice***

The unit coordinator will make the BCA Assessment Guide available to all students. This document will include procedures for compliance with university plagiarism policies.

##### ***ii. Academic Honesty Statement***

Students will be asked to certify that the submission is their own work and that they have read the policy of the university at which they are enrolled. The *Academic Honesty statement* and links to plagiarism policy sites at all BCA consortium universities can be found on page 3 of this Guide.

Students must agree to this statement when submitting each assessment item. This procedure is a compulsory requirement of all universities.

The facility to agree to this statement electronically will be available within unit sites in the BCA eLearning facility (Blackboard). Instructions for submission of assessment can be found on pages 3 and 4 of this Guide.

The unit coordinator will make unit specific versions of the Assignment Cover Sheets available to all students. These sheets must accompany assessment items that have NOT been submitted via the eLearning *Assignments* tool (containing the Compliance Statement).

*Assessable exercises*: the Compliance Statement is not generally required for assessable exercises.

### c. Student evaluations

At the end of each semester, BCA coordinating office staff will send students directions for access to the online BCA Student Unit Evaluation survey.

All submissions will be tabulated and verbatim comments recorded. The survey will be forwarded to unit coordinators, along with a Coordinator Response to Evaluations form, with a request to respond to issues raised in the evaluation and an action plan for next delivery. These responses are submitted to the BCA Teaching Committee and discussed. Along with responses to the overall satisfaction rate for each survey question, unit coordinators are asked to identify key issues and, where relevant, incorporate these into action plans for future delivery.

### d. Complaints mechanism

Student complaints should, in the first instance, be directed to the unit coordinator.

If the student is not satisfied with this outcome, a submission should be directed to the BCA Program Coordinator at the university at which the student is enrolled (the student's 'home' university). Program coordinators can direct the student to the complaints procedures at their home university, where required.

#### **Confidential Reporting: mechanism for complaints about compliance with timelines outlined in Study Guides**

Timelines for returning assessment items, posting solutions and responding to enquiries in Blackboard are important. Where a student is not satisfied that unit coordinators are complying with the timelines outlined in the relevant Study Guide, or have not returned marked assessment items before the issue of the following item/s, he or she can direct a complaint to the BCA Coordinating Office. *Full confidentiality is guaranteed.* BCA Office personnel will log the complaint and send this to the Chair of the Teaching Committee without identifying the student. The Chair will discuss the issue with the relevant unit coordinator and address the issue as deemed necessary. The BCA office will act as a liaison point between the Chair, the student, and BCA Committee if required by the Chair.

## 4. BCA and university unit codes

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There is a BCA code for each unit of study (subject, course, paper), eg MBB is the BCA unit code for Mathematical Background for Biostatistics. However, if you are making an enquiry about a particular unit at your home university, you will need to use the unit code that is specific to that university, eg at the University of Adelaide, MBB is listed as BIOSTATS 6001; at the University of Sydney it is BSTA5001.

**BCA codes can be found [here](#)**

Course details and unit (subject/course/paper) **codes for each Consortium University** can be found at the sites listed below:

[The University of Adelaide](#)

[Macquarie University](#)

[The University of Melbourne](#)

[Monash University](#)

[The University of Queensland](#)

[The University of Sydney](#)

## Appendix 1: “Own work” guidelines: advice on Use of Internet Sites

The internet contains both useful information and traps for the unwary. Unfortunately, many websites do not name the author of the textual material included. This means that the text carries little authority. As with a book or journal article, we need to know “Who wrote this?” and “Where did they get that piece of information from?”

Questions to ask about any online site:

- Is the author named?
- If so, does the site tell you about the author's credential and experience?
- Can you confirm the information from books, journals or other websites?
- Be aware that the website may be as biased as any source. Who owns/runs the website and what are they promoting?
- Has the website been updated recently? Is it out of date?

In general, research at University level is NOT based on encyclopedias or internet websites. Research essays must be based on data that is the work of acknowledged authors, and on data with verifiable origins. The advantage of academic books and journals is that the material has been reviewed in manuscript form by experts in the field before publication, and has been tested by review in academic journals after publication. Sometimes, however, information of a high quality is posted on websites before publication or instead of publication through regular channels. If in doubt, consult your lecturer before using a website.

### **Referencing the WWW**

Information from the WWW should be cited just like any other source. Cite website author, title (if actually published as well, publication details should be cited), and the full URL of the website, and the date you visited the web page. For example:

Landrewy, F., 'Paralympic Games and Social Integration' (first published in Miquel de Moragas and Miquel Botella, eds., *The Keys to Success*, Barcelona, UAB, 1996),  
<http://blues.uab.es/olympic.studies>, 14/1/97

See also [Referencing Style Guide](#)