



Assessment for CCCJ Programmes, Semester I, 2020/2021

GUIDELINES FOR STUDENTS

Assessment for Mathematics Courses, Performing Arts, Engineering, Library and Criminal Justice (BSc only)

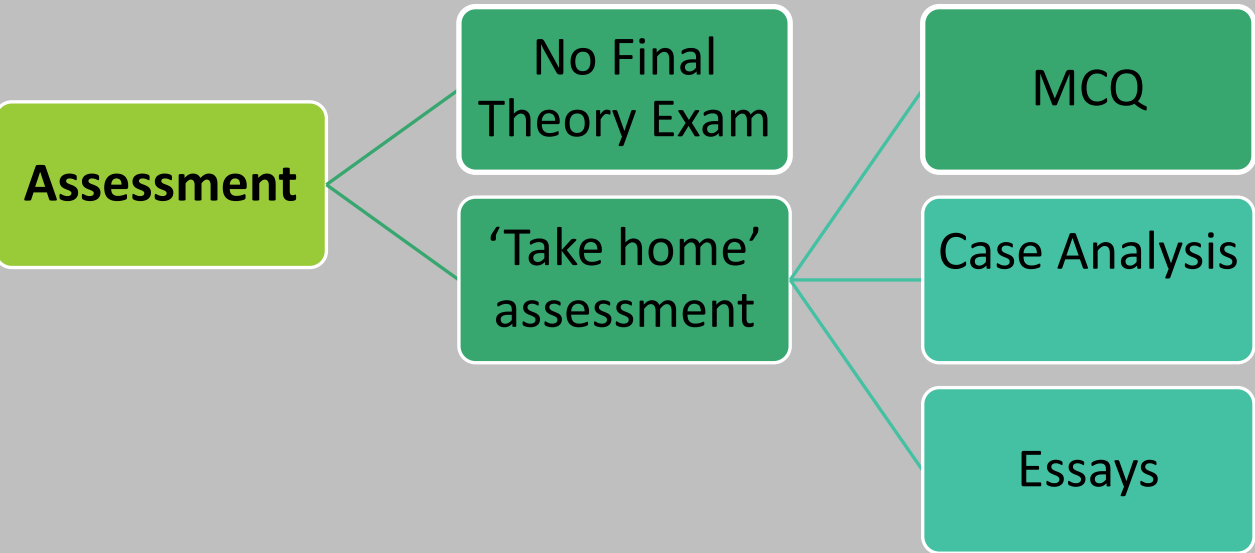
Mathematics

- All Mathematics examinations will be administered via Educosoft.
- Students will have 24 hours to access each examination.
- Once students begin an examination, they will have two hours to complete the assessment.
- Students will not be able to download any part of the submission. All items must be done on Educosoft.

Performing Arts, Engineering, Library And Criminal Justice (BSc only)

- The traditional form of the assessment will be offered via the online learning platform (Canvas or Moodle) or as advised by Assessment Services.

Assessment for All Other Courses Which Should Have a Final Written Examination



- ❑ There will be no final written examination.
- ❑ Students will be given assignments for each course.
- ❑ Assignments will become available based on the dates provided on the CCCJ timetable.
- ❑ Multiple choice items will be done on the online learning platform (Canvas or Moodle). Students will have between 30 and 40 minutes to complete and submit this section.
- ❑ Essay type questions and case analyses will be completed and uploaded within the time frame stipulated on the timetable (between 24 and 48 hours for each course).
- ❑ Completed assignments must be uploaded on either Moodle or Canvas - as directed by the Lecturer or other authorized personnel.

Assessment for All Other Courses Which Should Have a Final Written Examination (cont'd)

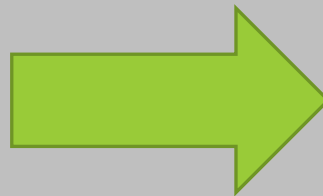
Traditional Format (Pre-Covid-19)

- 20 multiple choice items (section A) + 4 structured items to do 2 (Section B)
- 1 case (section A) + 4 structured items to do 2 (Section B)



Format for Semester I, 2020/2021

- 20 multiple choice items (Section A) + 1 case analysis + 2 structured items
- 1 case analysis (section A) + 3 essay type items (Section B)



The Case Analysis

The case analysis is a critical exercise – an examination of a situation with the aim of making recommendations.

For the case analysis, students will be given a scenario from which they will:

- ☐ identify problems presented in the scenario;
- ☐ analyse issues with the support of theories presented in the course; and
- ☐ make recommendations as to the best course of action.

The Case Analysis Map

Read the Case

- Determine what the case is about.
- Highlight main points of the case and any issues identified.

Read Questions

- Ascertain what is being asked – whether to understand, solve a problem, identify, draw conclusions, make inferences.

Read Case Again

- Focus on answering the questions/link relevant information in case to questions asked.
- Highlight theories that will support the analysis and incorporate these.

Identify and analyse Issues

- **Key Questions**
- What actions were taken in the case?
- Were these actions most appropriate and why?
- Were there any consequences?
- Was anything omitted or not considered?
- Were actions in keeping with existing practices, policies or theories

Answer the Questions

- Draft responses, making any appropriate deductions/inferences.
- Incorporate relevant data/information from the case.
- Integrate knowledge/theory in a final response to questions.

How to Format the Case Analysis Response

- Identification/general discussion of the issues in the case (Makes clear the topic to be discussed and how it will be discussed).
- Definition of key terms
- Thesis

Introduction



- Analysis of the key issues/questions with the support of theories/research and examples (Students will tie assertions/evaluations to theories or research)
- Recommendations supported by appropriate theory/research
- Appropriate subheadings may be used

Body



- Summary of key points in the paper (no new information should be presented)

Conclusion



Sample Case Analysis Question

Employee Motivation

Fremont Corporation Marketing Department is in trouble. Productivity has dropped within the Department and employees there appear to have low motivation. The problem started when Sharon sent some suggestions to improve efficiency to the General Manager. Her section head, Mike, rebuked her for not going through the "proper channels". Since then, he has required all communications to be directed in writing to him, but does not reply to any that have been sent. On the other hand, he issues instructions through the e-mail system only. Staff have had applications for transfer refused, and Mike has rigorously applied the rules on lunch times, morning teas and time off. Mike runs a "tight ship", but productivity is falling, and his latest edict is that unless it rises, jobs will go. Experienced staff say they are looking around for other jobs. Mike is well regarded by his seniors, but there have been concerns about productivity.

As a consultant, identify the problems causing low motivation. Suggest solutions to senior management for addressing these

Suggested Outline for Case Analysis

I. Introduction

- Discussion of communication and how it can impact employee performance and motivation
- Thesis

II. Body

- Examination of each of the problems identified in the case and how these may have impacted motivation (support assertions with relevant theories – sources must be cited)
- Use of relevant communication and management theory to guide and justify a solution.
- If there are alternative solutions, explain the strengths and weaknesses of each.

III. Conclusion

- Summary of main points discussed in the body.

Additional Pointers

- ☐ Papers must be written in continuous prose (essay format).
- ☐ Papers must be free of error.
- ☐ APA referencing style is required (Students must cite their sources).
- ☐ Each assignment must be submitted with the CCCJ assignment cover sheet.
- ☐ A Turnitin receipt must accompany each assignment**.
- ☐ The final timetable will be posted on the website of the college for your viewing. The first draft has already been posted.

**Note – Students will be provided with guidelines for the use of Turnitin prior to the assessment period.

References

Case Analysis Example (n.d.). Retrieved from https://www.kpu.ca/sites/default/files/downloads/Case_Analysis922.doc

Charles Sturt University (2020). *Case study analysis or scenario based questions*. Retrieved from <https://www.csu.edu.au/division/learning-and-teaching/home/assessment-and-moderation/alternatives-to-the-end-of-session-exam/case-study-analysis>

Finders University (2012). Case Study. Retrieved from <https://students.flinders.edu.au/content/dam/student/slc/case-studies.pdf>

The UNB Writing Centre (n.d.). *Case study analysis*. Retrieved from https://www.unb.ca/fredericton/studentservices/_resources/pdfs/wss/casestudyanalysis.pdf

A Note on Plagiarism

- ❑ The College takes a zero-tolerance approach to plagiarism, which is characterised by using or attempting to use the work of another person (whether authorised or not) and seeking to submit this work as one's own work.
- ❑ The penalties for plagiarism include but are not limited to the award of a grade zero for the work in question with no opportunity to re-sit/resubmit.

*Thank
You*

