

## Assignments: Guidelines for Students

### 1. Overview

- 1.1 Each module in the Chartered Banker programme is assessed by an online examination and one compulsory assignment. Your exam result contributes up to 70% of your overall award and the assignment contributes up to 30%.
- 1.2 For each module in the Chartered Banker programme, you will complete one assignment. Assignments are available for download from [www.charteredbanker.com](http://www.charteredbanker.com). If you do not have internet access and would like a paper copy, please call the Institute on 0131 473 7777. A key feature of the programme is that you can submit a draft of your assignment to your tutor who will give you final version to the Institute for assessment. As your assignment accounts for 30% of your final result, you will want to make sure that it is the best that it can be. *Appendix 1* contains details of the criteria your tutor will use to assess your assignment so it is important that you understand what is required of you. Your tutor can provide advice and guidance about applying these standards within the context of specific modules.

### 2. Submitting Assignments

- 2.1 Submit a draft copy of your assignment to your tutor by email at least 12 weeks in advance of your final exam date. This gives you enough time to review your feedback and incorporate any amendments required to shape your final version. Make sure you get an acknowledgement from your tutor so that you know they have received it. Submit each assignment with a completed assignment cover sheet (see *Appendix 2*) as the first page. Cover sheet templates are available to download from the Institute's website at [www.charteredbanker.com](http://www.charteredbanker.com). Please ensure your assignments are submitted in MS Word format.
- 2.2 Your tutor will return your draft assignment to you within 3 weeks from the date you submitted it. As well as giving you feedback and guidance (see *Appendix 3*), your tutor will make an initial assessment and give you an indication given of whether the assignment in its present form would achieve a distinction (80% or over), a pass (50% to 79%) or fail (less than 50%).

- 2.3** When you receive your assignment back from your tutor, we strongly recommend taking some time to think carefully about the feedback and how you can apply it to make improvements to your assignment. Speak to your tutor if you have any questions about it. Once your final version is ready, send it to your tutor no later than 4 weeks before the date of your exam, remembering to update your cover sheet which your tutor will have returned to you along with your draft assignment. Your tutor will mark your final version and will let you know what mark you have achieved within 2 weeks. They will also notify us of the result so that we can include it in your overall award.
- 2.4** The mark for a final assignment is **provisional** as the work may form part of the Institute's formal verification process. Specifically, if your overall examination result falls within the range 50% - 54%, both your assignment and examination script will be subject to automatic verification. For this reason, you should be aware that the assignment mark awarded may be subject to change. Any change will be notified to you **prior to the release of your overall examination result**.
- 2.5** Make sure you keep a copy of your completed assignment, at least until after you have been notified of your exam result.
- 2.6** Once you have submitted the final version of your assignment to your tutor, you can enroll for the exam, provided your exam date is within the next 5 weeks. There is no further opportunity to re-submit your assignment to your tutor before the exam or to have your finalised percentage mark amended.

## 3. Presenting Assignments

- 3.1** The Institute has a standard format for assignments. Please make sure that you format your assignments in accordance with this standard so that it is easy for your tutor to read and assess. The standard format is:

**Software format:** MS Word

**Font:** Times New Roman, Arial, or Sans Serif

**Font size:** 12 point

**Spacing:** 1.5 lines

**Headings:** consistent in terms of size and font

**Page Numbers:** footer on each page

**Word Count:** Assignments are to be 2,500 words long, plus or minus 10%. The word count includes anything within the main body of an assignment, e.g. all the words in the text and on tables and diagrams. Quotations are included in the word count but reference lists, bracketed references, footnotes and appendices are not included. Write your word count at the end of your assignment and on your assignment cover sheet. If the word count does not meet these limits, your tutor will return your assignment to you unmarked and ask you to re-submit it within the correct word count.

## 4. Plagiarism and Collusion

- 4.1 Plagiarism is where you present someone else's work without acknowledging or referencing it. Collusion happens when two or more students submit work that is so similar that the extent of similarity is considered more than just coincidence.
- 4.2 The Institute uses specialist computer software to detect instances of plagiarism and collusion. Students who have been found to have plagiarised someone else's work or colluded with another student may be subject to disciplinary action so **please make sure that your assignments are all your own work and that sources are acknowledged and adequately referenced.**

- 4.3** For further information on plagiarism and collusion we recommend reading the Institute's Plagiarism and Collusion: A Guide for Students document, which is available from the Institute's website or through your learning provider.

## **5. Computer Viruses**

- 5.1** We recommend that you protect your computer files and systems against viruses by installing anti-virus software. Neither the Institute nor our tutors will accept any liability for damage occurring as a result of any virus being passed on.

## **6. Assignments and Examination Resits**

- 6.1** If you require to re-sit an exam, you can either:
- retain the mark obtained for your original assignment, or
  - submit a new assignment, which will be made available on request.
- 6.2** If you choose to submit a new assignment, it is the mark you obtain for this second assignment that will count towards your overall re-sit exam mark and not the mark you obtained for your original assignment.

## Appendix 1

### Chartered Banker: Assignment Assessment Criteria

Assessment Criteria	Marks (out of 30)		
	24-30 (80%+ Distinction)	15-23 (50%+/Pass)	9-14 (30%+/Fail)
<b>Relevance</b>	Question answered thoroughly with relevant content from the study material, work experience and other relevant reliable sources	Question answered with mostly relevant content from the study material, work experience and other relevant and reliable sources. A little irrelevant content.	Question partly answered. Some irrelevant content. Little evidence of additional reading or use of further resources. Little evidence of drawing on own experience.
<b>Understanding Key Concepts and Theories</b>	Demonstrates a sophisticated understanding of key concepts and theories and subjects these to critical analysis based on experience gained in the workplace.	Demonstrates a good understanding of key concepts and theories. Some critical analysis based on experience gained in the workplace.	Demonstrates only some understanding of key concepts and theories. Little or no critical analysis based on experience gained in the workplace.
<b>Synthesis of Knowledge and Ideas</b>	Makes good connections and comparisons within and between areas of knowledge. Draws from a broad range of knowledge, ideas and experience as well as including relevant depth of detail to formulate conclusions.	Makes some good connections and comparisons within and between areas of knowledge and experience. Draws from more than one source of knowledge with some depth of detail.	Makes few, if any, connections and comparisons within and between areas of knowledge and experience. Little evidence of breadth and/or depth of knowledge and understanding.
<b>Critical Thinking and Analysis</b>	Views and evaluates information from different perspectives, including personal experience. Provides sound and reasoned arguments with relevant evidence to make informed judgments and support conclusions.	Shows awareness of different perspectives. Presents relevant arguments with some supporting evidence.	Different perspectives not considered. Statements mainly unsubstantiated with little or no evidence to support conclusions.
<b>Practical Application of Knowledge, Understanding and Skills</b>	Consistently interprets and applies information accurately. Draws on knowledge and understanding gained in the workplace. Demonstrates an ability to apply knowledge in relevant work situations and relates it to own experience.	Mainly interprets and applies information accurately. Recognises some implications of knowledge and demonstrates an ability to apply it in relevant work situations and/or relates it to own experience.	Mainly inaccurate interpretation and application of information. Little evidence of awareness of practical implications of knowledge and an ability to apply it in relevant work situations.
<b>Structure and Presentation</b>	Logical and coherent structure. Meets word count of 2,500 words plus or minus 10%. Sources of information are acknowledged and appropriately referenced.	Mainly logical and coherent structure. Meets word count. Most sources of information acknowledged and referenced.	Poorly structured and presented. Intentions unclear at times. Word count not met. Contains inaccurate information and inaccurate or incomplete referencing.

<sup>1</sup> Assignments marked 8 out of 30 or less do not meet even the minimum assessment criteria and therefore also constitute a 'fail'

## Appendix 2

### Assignment Cover Sheet

<b>Module:</b>	
<b>Student Name:</b>	
<b>Student No:</b>	
<b>Tutor Name:</b>	
<b><i>Draft Assignment:</i></b>	
<b><i>Date Submitted:</i></b>	
<b><i>Word Count:</i></b>	
<b><i>Final Assignment:</i></b>	
<b><i>Date Submitted:</i></b>	
<b><i>Word Count:</i></b>	
<p><b>I declare that all material in this assignment is my own work except where there is clear acknowledgement or reference to the work of others.*</b></p> <p>In making this declaration, I confirm that I have met the requirements of the guidance as issued by the Institute (Assignments: Referencing Guide) and that I have inserted all necessary citations along with a reference list which I have provided at the end of the assignment and which covers all the cited sources in alphabetical order.</p> <p><b><i>*By submitting this assignment and cover sheet electronically, in whatever form, you are deemed to have made the declaration set out above.</i></b></p>	

<b><i>For Tutor Use Only</i></b>	<b><i>Draft Assignment</i></b>	<b><i>Final Assignment</i></b>
<b>Date Received:</b>		
<b>Date Acknowledged:</b>		
<b>Date Returned to Student:</b>		
<b>Assessment:</b>	<b><i>(distinction/pass/fail)</i></b>	<b><i>(mark out of 30/%)</i></b>
<b>Date Institute Notified:</b>		

## Appendix 3

### Draft Assignment Assessment and Feedback

**Module:**

**Tutor Name:**

**Date:**

**Student Name:**

**Student No:**

**Assessment:**

*Distinction/Pass/Fail*

Assessment Criteria	Tutor's Feedback
Relevance	
Understanding Key Concepts and Theories	
Synthesis of Knowledge and Ideas	
Critical Thinking and Analysis	
Practical Application of Knowledge, Understanding and Skills	
Structure and Presentation	

### **Strengths:**

Particular areas of strength are:

### **Development:**

To gain more marks on your final assignment, next time you should consider: