

Assignment Guidelines

Guidelines:

1. Proofread, sign your assignment and state the total word count.
2. The word count for each assignment is clearly marked. Please abide by it.
3. The marking criteria for each assignment are clearly stated in the assignment rubrics.
4. The due date for each assignment is written in the course schedule. **If your assignment is late (without arranging an extension), it may be treated as a resubmission.**
5. Please type your assignments and upload them to Google Classroom. It is the trainee's responsibility to send the electronic version on schedule. **We recommend that you save an electronic copy of your assignment before submission – if you need to resubmit, modifying the electronic document takes less time.**
6. For **Assignment 1- 3**, you should include a **bibliography** of the reference books which you have consulted. All of the sources you provide will be screened by the tutors so make sure they exist.
7. See the citation rules document for more details about how to reference your sources.
8. Before each assignment is due, there will be an input session to give you guidance with how to approach the assignment.
9. On the first submission, the grades are **pass** or **resubmit**. If you are asked to resubmit an assignment – which is absolutely normal – we will clearly state what is needed. Only one resubmission per assignment is possible.
10. You **must submit all 4 assignments** in order to pass the course. You need to get a Pass grade for the minimum of **3 out of 4 assignments** to be considered for a Pass certificate.

Very important:

11. **Candidates are ineligible for the CELTA award in cases where dishonesty or plagiarism are brought to the attention of Cambridge TQ.**

PLAGIARISM POLICY (assignments & lesson plans)

Before the course, all the candidates sign the service agreement which briefly outlines the centre's PLAGIARISM POLICY.

“**Plagiarism** (from Latin *plagiare* "to kidnap") is the practice of claiming, or implying, original authorship or incorporating material from someone else's written or creative work, in whole or in part, into one's own without adequate acknowledgment. (<http://www.wikipedia.org> accessed on April 22nd 2014)

In terms of the CELTA course, this would be

- Copying someone else's assignment, lesson planning documents incl. LA sheets or teaching resources (in whole or in part).
- Getting another person to write an assignment, lesson plan, LA sheets or teaching materials for you.
- Plan TP based on the same TP points (for lessons taught in different TP groups) together.
- Lifting ideas from published sources (including images, infographics, diagrams, etc.) without referencing the source (this is especially important in the assignments A1, A2 and A3 and in your lesson planning documents)
- Copying parts of published material without adequately referencing the source.
- Quoting non-existent sources (book and journal titles, URL links, blogs, etc.) counts as dishonesty

The candidates can, and are encouraged to, refer to sources of background reading. The conventions for referencing are included in the Citation Guide and briefly described here:

Paraphrasing what the writer has said.

As Scrivener says, encouraging students to read quickly when reading for the first time can help build confidence when they don't understand every word (Scrivener, p 153)

Direct quotation from the book. Don't overdo this. The quotation should not be longer than 2 lines.

According to Scrivener "it's actually not necessary to understand every word in order to understand the information you might need from a recording" (Scrivener, p 147)

Footnotes – quote directly or paraphrase, then footnote author / year / page number at bottom of page¹

And...remember to include a **bibliography** of any books/resources you've quoted or consulted when writing an assignment. This should be written like this:

Author surname, Author first name, year, *Title of book in italics or underlined*, publisher

Scrivener, Jim, 1994, *Learning Teaching*, Macmillan Heinemann

¹ Like this: Scrivener, Jim, 1994, *Learning Teaching*, Macmillan Heinemann

Failure to comply with the above guidelines may result in severe penalties outlined below.

ASSIGNMENTS

First incident

If it is the first case of detected dishonesty/plagiarism, the problem is described on the assignment cover sheet and the candidate obtains a letter of warning. The 1st submission assignment must be resubmitted to a strict deadline even if it meets all the other criteria.

The 2nd submission assignment with evidence of plagiarism obtains a Fail grade with no right of resubmission.

Both above count as the 1st warning.

Recurring issues

The 2nd warning: If the problem occurs again (in the following assignment), the 1st submission assignment with the detected evidence of plagiarism is assessed as a Fail with no right of resubmission. The problem is described on the assignment cover sheet and the candidate obtains a letter of warning or fail – depending on the stage of the course and their overall performance. The Awarding Bodies are informed about the incident in writing and based on the joint decision, the penalties may range from loss of marks to disqualification from the award and a ban on re-entry for a period of up to three years.

The 3rd warning: If the problem persists and/or there is evidence of plagiarism in other examples of internally and externally moderated work, the candidate is excluded from the course with no warning and with no refund granted. The Awarding Bodies are informed about the incident in writing. The candidate obtains a ban on re entry for a period of up to three years from the centre.

LESSON PLANNING DOCUMENTS

First incident

1st warning: If it is the first case of dishonesty/plagiarism, the problem is described in the feedback form and the candidate obtains a letter of warning. The lesson plan is graded as Below Standard even if meets all the other criteria. This will affect the overall grade for the lesson.

Recurring issues:

2nd warning: If the problem occurs again (in the following TP documents), the whole lesson is graded as a Below Standard. The problem is described on the assignment cover sheet and the candidate obtains a letter of warning or fail – depending on the stage of the course and their overall performance. The Awarding Bodies are informed about the incident in writing and based on the joint decision, the penalties may range from loss of marks to disqualification from the award and a ban on re-entry for a period of up to three years.

3rd warning: If the problem persists and/or there is evidence of plagiarism in other examples of internally and externally moderated work, the candidate is excluded from the course with no warning and with no refund granted. The Awarding Bodies are informed about the incident in writing. The candidate obtains a ban on re entry for a period of up to three years from the centre.