

SOPHISTER ASSESSMENT AND EXAMINATIONS

Examination Dates

Junior Sophister and Senior Sophister examinations will take place after the Trinity Term, between: 30th April – 25th May 2012.

External Examiner

An external examiner, moderates the Junior and Senior Sophister examination. It is common practice for external examiners to viva students following the completion of their final examinations. The viva timetable will be available during the examinations.

Module Assessment

Junior Sophister modules are assessed by in-course continuous assessment and/or examination.

Senior Sophister modules are also assessed by in-course continuous assessment and/or examination. Your final degree classification is based on a combination of marks; continuous assessment; research project including submission of a thesis, examinations.

You should take care not to engage in plagiarism when completing exercises: for instance colluding with others to complete a word-processed practical report would be plagiarism unless approval had been sought in advance from the relevant lecturer. [see section below on College policy dealing with plagiarism.]

You must indicate on any practical write-ups the name of your Partner(s) and his/her ID number(s).

Written submitted exercises will be scanned by plagiarism-detecting software ('Turnitin'). Please go to this URL: www.turnitin.com to learn more about what constitutes plagiarism in an academic context. Again you must display your own and your partner's names and IDs on any submitted work.

Please see below for your information, the deduction of marks for plagiarised submissions within the Discipline:

Deduction of Marks for Plagiarism	
% of Plagiarism	% Marks Deducted
61% or higher	No mark, referred to HOD
51-60%	40%
41-50%	30%
31-40%	20%
Up to 30%	10%

Please see 'Instructions for Students Using Turnitin', on page 8.

Submission of Continuous Assessment Material

To avoid any misunderstandings arising in relation to submitting continuous assessments please adhere to the following points **as they are absolute**:

- Please submit your continuous assessment both electronically to www.turnitin.com and by hand into the Departmental Office on the week of the submission deadline before 12 noon on Monday. Please note that the Turnitin web-site rejects any submission up-loaded after 5pm. This deadline is absolute! The only exception to this is when assessments are taken in at the end of each weekly practical by a staff member providing the session. The Turnitin software detects the percentage of plagiarised material and marks will be deducted as a result.
- You must sign a continuous assessment submission form in the Departmental Office for each assessment submitted.
- **Assessments left in staff pigeonholes, or handed to other members of staff will not be marked.**
- For late submissions there will be a deduction of 5% per day, (including weekends unless otherwise stated).
- Any alternative arrangements must be approved by the staff member responsible for the assessment, and the Departmental Executive Officer notified.
- Please remember it is important to keep all Continuous Assessment exercises when returned to you, until the Court of Examiners has awarded your final mark.

Essays and Practical Assessments

Attendance at practical classes is compulsory. Students are required to sign a register at each practical session they attend. Students who do not attend, for good reason, should submit a medical certificate or other independent written evidence with a *bona fide* reason for their absence. If no valid reason is given, no credit will be given for any submitted work relating to the practical(s) missed.

Use a word processor and present graphs from a P.C. package, preferably EXCEL (as taught in Seminars, Tutorials and Workshops).

Please refer to the section in this manual which relates to plagiarism and its detection.

Sophister Essay & Examination Marking Guide

Class	Mark Range	Criteria
I	90-100	EXCEPTIONAL ANSWER; This answer will show original thought and a sophisticated insight into the subject, and mastery of the available information on the subject. It should make compelling arguments for any case it is putting forward, and show a rounded view of all sides of the argument. In exam questions, important examples will be supported by attribution to relevant authors, and while not necessarily giving the exact date, should show an awareness of the approximate period. In essays, the referencing will be comprehensive and accurate.
	80-89	OUTSTANDING ANSWER; This answer will show frequent originality of thought and make new connections between pieces of evidence beyond those presented in lectures. There will be evidence of awareness of the background behind the subject area discussed, with evidence of deep understanding of more than one view on any debatable points. It will be written clearly in a style which is easy to follow. In exams, authors of important examples may be provided. In essays all important examples will be referenced accurately.
	70-79	INSIGHTFUL ANSWER; showing a grasp of the full relevance of all module material discussed, and will include one or two examples from wider reading to extend the arguments presented. It should show some original connections of concepts. There will be only minor errors in examples given. All arguments will be entirely logical, and well written. Referencing in exams will be sporadic but referencing should be present and accurate in essays.
II-1	65-69	VERY COMPREHENSIVE ANSWER; good understanding of concepts supported by broad knowledge of subject. Notable for synthesis of information rather than originality. Evidence of relevant reading outside lecture notes and module work. Mostly accurate and logical with appropriate examples. Occasionally a lapse in detail.
	60-64	LESS COMPREHENSIVE ANSWER; mostly confined to good recall of module work. Some synthesis of information or ideas. Accurate and logical within a limited scope. Some lapses in detail tolerated. Evidence of reading assigned module literature.
II-2	55-59	SOUND BUT INCOMPLETE ANSWER; based on module work alone but suffers from a significant omission, error or misunderstanding. Usually lacks synthesis of information or ideas. Mainly logical and accurate within its limited scope and with lapses in detail.
	50-54	INCOMPLETE ANSWER; suffers from significant omissions, errors and misunderstandings, but still with understanding of main concepts and showing sound knowledge. Several lapses in detail.
III	45-49	WEAK ANSWER; limited understanding and knowledge of subject. Serious omissions, errors and misunderstandings, so that answer is no more than adequate.
	40-44	VERY WEAK ANSWER; a poor answer, lacking substance but giving some relevant information. Information given may not be in context or well explained, but will contain passages and words, which indicate a marginally adequate understanding.
F-1	30-39	MARGINAL FAIL; inadequate answer, with no substance or understanding, but with a vague knowledge relevant to the question.
F-2	0-29	UTTER FAILURE; with little hint of knowledge. Errors serious and absurd. Could also be a trivial response to the misinterpretation of a question.
U.G		Ungraded

Sophister Project & Thesis Marking Guide

Class	Mark Range	Criteria
I	85-100	Exceptional project report showing broad understanding of the project area and excellent knowledge of the relevant literature. Exemplary presentation and analysis of results, logical organisation and ability to critically evaluate and discuss results coupled with insight and originality.
	70-84	A very good project report showing evidence of wide reading, with clear presentation and thorough analysis of results and an ability to critically evaluate and discuss research findings. Clear indication of some insight and originality. A very competent and well presented report overall but falling short of excellence in each and every aspect.
II-1	60-69	A good project report which shows a reasonably good understanding of the problem and some knowledge of the relevant literature. Mostly sound presentation and analysis of results but with occasional lapses. Some relevant interpretation and critical evaluation of results, though somewhat limited in scope. General standard of presentation and organisation adequate to good.
II-2	50-59	A moderately good project report which shows some understanding of the problem but limited knowledge and appreciation of the relevant literature. Presentation, analysis and interpretation of the results at a basic level and showing little or no originality or critical evaluation. Insufficient attention to organisation and presentation of the report.
III	40-49	A weak project report showing only limited understanding of the problem and superficial knowledge of the relevant literature. Results presented in a confused or inappropriate manner and incomplete or erroneous analysis. Discussion and interpretation of result severely limited, including some basic misapprehensions, and lacking any originality or critical evaluation. General standard of presentation poor.
Fail	20-39	An unsatisfactory project containing substantial errors and omissions. Very limited understanding, or in some cases misunderstanding of the problem and very restricted and superficial appreciation of the relevant literature. Very poor, confused and, in some cases, incomplete presentation of the results and limited analysis of the results including some serious errors. Severely limited discussion and interpretation of the results revealing little or no ability to relate experimental results to the existing literature. Very poor overall standard of presentation.
Fail	0-19	A very poor project report containing every conceivable error and fault. Showing virtually no real understanding or appreciation of the problem and of the literature pertaining to it. Chaotic presentation of results, and in some cases incompletely presented and virtually non-existent or inappropriate or plainly wrong analysis. Discussion and interpretation seriously confused or wholly erroneous revealing basic misapprehensions.

PLAGIARISM

Please note the following excerpt from part 1 of the College Calendar 2010-11:

1. Plagiarism is interpreted by the University as the act of presenting the work of others as one's own work, without acknowledgement. Plagiarism is considered as academically fraudulent, and an offence against University discipline. The University considers plagiarism to be a major offence, and subject to the disciplinary procedures of the University.
2. Plagiarism can arise from deliberate actions and also through careless thinking and/or methodology. The offence lies not in the attitude or intention of the perpetrator, but in the action and in its consequences.

Plagiarism can arise from actions such as:

- (a) copying another student's work;
- (b) enlisting another person or persons to complete an assignment on the student's behalf;
- (c) quoting directly, without acknowledgement, from books, articles or other sources, either in printed, recorded or electronic format;
- (d) paraphrasing, without acknowledgement, the writings of other authors.

Examples (c) and (d) in particular can arise through careless thinking and/or methodology where students:

- (i) fail to distinguish between their own ideas and those of others;
- (ii) fail to take proper notes during preliminary research and therefore lose track of the sources from which the notes were drawn;
- (iii) fail to distinguish between information which needs no acknowledgement because it is firmly in the public domain, and information which might be widely known, but which nevertheless requires some sort of acknowledgement;
- (iv) come across a distinctive methodology or idea and fail to record its source.

All the above serve only as examples and are not exhaustive.

Students should submit work done in co-operation with other students only when it is done with the full knowledge and permission of the lecturer concerned. Without this, work submitted which is the product of collusion with other students may be considered to be plagiarism.

3. It is clearly understood that all members of the academic community use and build on the work of others. It is commonly accepted also, however, that we build on the work of others in an open and explicit manner, and with due

acknowledgement. Many cases of plagiarism that arise could be avoided by following some simple guidelines:

(i) Any material used in a piece of work, of any form, that is not the original thought of the author should be fully referenced in the work and attributed to its source. The material should either be quoted directly or paraphrased. Either way, an explicit citation of the work referred to should be provided, in the text, in a footnote, or both. Not to do so is to commit plagiarism.

(ii) When taking notes from any source it is very important to record the precise words or ideas that are being used and their precise sources.

(iii) While the Internet often offers a wider range of possibilities for researching particular themes, it also requires particular attention to be paid to the distinction between one's own work and the work of others. Particular care should be taken to keep track of the source of the electronic information obtained from the Internet or other electronic sources and ensure that it is explicitly and correctly acknowledged.

4. It is the responsibility of the author of any work to ensure that he/she does not commit plagiarism.
5. Students should ensure the integrity of their work by seeking advice from their lecturers, tutor or supervisor on avoiding plagiarism. All schools and departments should include, in their handbooks or other literature given to students, advice on the appropriate methodology for the kind of work that students will be expected to undertake.
6. If plagiarism as referred to in §1 above is suspected, in the first instance, the head of school will write to the student, and the student's tutor advising them of the concerns raised and inviting them to attend an informal meeting with the head of school,⁷ and the lecturer concerned, in order to put their suspicions to the student and give the student the opportunity to respond. The student will be requested to respond in writing stating his/her agreement to attend such a meeting and confirming on which of the suggested dates and times it will be possible for the student to attend. If the student does not in this manner agree to attend such a meeting, the head of school may refer the case directly to the Junior Dean, who will interview the student and may implement the procedures as referred to the College Calendar, under CONDUCT AND COLLEGE REGULATIONS.
7. If the head of school forms the view that plagiarism has taken place, he/she must decide if the offence can be dealt with under the summary procedure set out below. In order for this summary procedure to be followed, all parties attending the informal meeting as noted in §6 above must state their agreement in writing to the head of school. If the facts of the case are in dispute, or if the head of school feels that the penalties provided for under the summary procedure below are inappropriate given the circumstances of the case, he/she will refer the case directly to the Junior Dean, who will interview the student and may implement the procedures as referred to the College Calendar, under CONDUCT AND COLLEGE REGULATIONS .
8. If the offence can be dealt with under the summary procedure, the head of school will recommend to the Senior Lecturer one of the following penalties:

(a) that the piece of work in question receives a reduced mark, or a mark of zero; *or*

(b) if satisfactory completion of the piece of work is deemed essential for the student to rise with his/her year or to proceed to the award of a degree, the student may be required to resubmit the work. However the student may not receive more than the minimum pass mark applicable to the piece of work on satisfactory re-submission.

9. Provided that the appropriate procedure has been followed and all parties in §6 above are in agreement with the proposed penalty, the Senior Lecturer may approve the penalty and notify the Junior Dean accordingly. The Junior Dean may nevertheless implement the procedures as referred to the College Calendar, under CONDUCT AND COLLEGE REGULATIONS . *III CONDUCT AND COLLEGE REGULATIONS*

*The director of teaching and learning (undergraduate) may also attend the meeting as appropriate. As an alternative to their tutor, students may nominate a representative from the Students' Union to accompany them to the meeting.

Plagiarism Detection Software Tool

The Department uses the standard College plagiarism detection software (TURNITIN). You are therefore required to submit module-work electronically along with a hard copy of continuous assessment work to the Departmental Office.



In the event of any conflict or inconsistency between the *General Regulations* published in the University Calendar and information contained in course/departmental handbooks, the provisions of the *General Regulations* will prevail.

Using turnitin – Instructions for Students

The Executive Officer in the Department will enrol you into all the Course modules at the beginning of the year. Initially you will receive a number of emails from helpdesk@turnitin.com informing you that you have been added as a student to a particular module, and providing you with a temporary password. Please note that these modules are subject to change according to your course options being selected and processed at a later stage.

As a student, there is one activity that you need to perform before you can submit an assignment to turnitin.com. You will need to register with turnitin.com and change your temporary password. Below you will find the step-by-step instructions on how to complete this process. All you need is one of the emails from the helpdesk@turnitin.com, with the temporary password.

Initial registration with Turnitin.com

- 1) Click on this url – www.turnitin.com.
- 2) Type your email address in the Login box on the top, right hand side of the screen, and type your password in the Password box.

The screenshot displays the Turnitin.com homepage. At the top right, there is a login section with fields for 'Email' and 'Password', and a 'Sign in' button. Below the login fields are links for 'Create account' and 'Retrieve password'. The main navigation bar includes links for 'PRODUCTS', 'RESULTS', 'INTEGRATION', 'SUPPORT', 'ABOUT US', and 'BLOG'. A large blue banner on the left side of the page contains the text 'Prevent plagiarism. Engage students.' and 'Deliver rich feedback on student work & check for potential plagiarism.' with a green button labeled 'See Plans & Pricing'. On the right side, there is a preview of a document titled 'To Speak or Sign: Choosing Cochlear Implants' with a sidebar for 'Primary Source View'. Two callout boxes are overlaid on the page: one pointing to the 'Email' login field with the text 'Type email address', and another pointing to the 'Password' login field with the text 'Type temporary password'.

In the event of any conflict or inconsistency between the General Regulations published in the University Calendar and information contained in course/departmental handbooks, the provisions of the General Regulations will prevail.

3) On the new 'Welcome to Turnitin' page, enter the relevant information:

- Choose a new personal password which you need to enter and confirm. (Make a note of your password and keep it in a safe place!).
- Enter a secret question and answer
- Press Next

Welcome to Turnitin!

You have been added as a student to the account BO3100 Plant Physiology.

Before you can get started, we want to confirm your user information and give you the chance to change your password. Please feel free to change your password or any other information as needed. Keep in mind that your password must contain at least one letter and one number.

When you are done, click "next" to continue.

your email •

current user password •

new user password •

confirm your new password •

secret question •

question answer •

your first name •

your last name •

next

4) On the new 'User Agreement' page, enter the relevant information:

- Tick 'I am at least 13 years of age.'
- Read the user agreement, then click on 'I agree continue'.

user agreement


Our user agreement has been updated. Please read our user agreement below and agree or disagree to its terms and conditions:

Turnitin.com (the "Site") and its services are maintained by iParadigms, LLC ("iParadigms"), and offered to you, the user ("You" or "User"), conditioned upon Your acceptance of the terms, conditions, and notices contained herein without modification (the "User Agreement"). By clicking the "I agree -- create profile" button below You: (1) represent that You have read and understand, and have the capacity and authority to enter into, this User Agreement; and (2) agree to be bound by all of its terms and conditions. You should review this User Agreement carefully. If You breach the User Agreement, Your authorization to use the Site may automatically terminate.

I am at least 13 years of age.
 I am under 13 years of age.

[I disagree -- logout](#)

- 5) Once this initial registration has been completed, you will see in on the next screen all the course modules. Click on the class's name to open your portfolio for the class. From your portfolio, you can submit your assignment.





all classes
enroll in a class
what is plagiarism?
citation help

NOW VIEWING: HOME

About this page

This is your student homepage. The homepage shows the classes you are enrolled in. To enroll in a new class, click the enroll in a class button. Click a class name to open your class homepage for the class. From your homepage, you can submit a paper. For more information on how to submit, please view the link below: [How to submit a paper information sheet.](#)

Trinity College Dublin

class ID	enter a class	instructor	status	drop class
3510828	BO3100 Plant Physiology	Ni Sheoin, S.	active	
3511023	BO4104 Data Analysis	Ni Sheoin, S.	active	

Student Uploading Guide

The following pdf link gives step by step instructions on how to set up and use Turnitin:

http://www.turnitin.com/resources/documentation/turnitin/training/en_us/qs_student_en_us.pdf

Please see following link for further additional Turnitin information manuals:

<http://www.turnitin.com>