



JPS 102

Introductory Japanese II

S2 External 2014

Dept of International Studies

Contents

<u>General Information</u>	2
<u>Learning Outcomes</u>	3
<u>Assessment Tasks</u>	3
<u>Delivery and Resources</u>	8
<u>Unit Schedule</u>	9
<u>Policies and Procedures</u>	9
<u>Graduate Capabilities</u>	10
<u>General assessment policies</u>	18

Disclaimer

Macquarie University has taken all reasonable measures to ensure the information in this publication is accurate and up-to-date. However, the information may change or become out-dated as a result of change in University policies, procedures or rules. The University reserves the right to make changes to any information in this publication without notice. Users of this publication are advised to check the website version of this publication [or the relevant faculty or department] before acting on any information in this publication.

General Information

Unit convenor and teaching staff

Convenor and lecturer

Christie Barber

christie.barber@mq.edu.au

Contact via 9850 8817

W6A304

Tutor

Hideki Sumiyoshi

hideki.sumiyoshi@mq.edu.au

Contact via 9850 7927

W6A301

Tutor

Hiroshi Suzuki

hiroshi.suzuki@mq.edu.au

Contact via 9850 6890

W6A304

Tutor

Chavalin Svetanant

chavalin.svetanant@mq.edu.au

Contact via 9850 7044

W6A335

Credit points

3

Prerequisites

JPS101 or JPN110

Corequisites

Co-badged status

Unit description

In this unit students further develop their knowledge of Japanese language and use their growing understanding of Japanese grammar, vocabulary and culture to complete a variety of practical and authentic tasks which cover the four skill areas of listening, speaking, writing and reading. Interactive tutorials and the use of online resources provide students with opportunities to use Japanese as much as possible. Students who do not have any background knowledge of kanji characters are strongly encouraged to enrol in JPS113.

Important Academic Dates

Information about important academic dates including deadlines for withdrawing from units are available at <https://www.mq.edu.au/study/calendar-of-dates>

Learning Outcomes

On successful completion of this unit, you will be able to:

Reading: understand short, simple texts in hiragana, katakana and a number of limited kanji containing essential and high frequency vocabulary.

Listening: understand familiar phrases and expressions and extract necessary information related to areas of most immediate priority (e.g. basic personal and family information, shopping, local geography, employment) provided speech is in a standard form and clearly and slowly articulated.

Writing: write short, simple formulaic texts in hiragana, katakana and a limited number of kanji on familiar topics in areas of immediate need and personal interest.

Spoken Interaction: interact with reasonable ease in structured situations and short conversations, provided the other person helps, if necessary; manage simple, routine exchanges without undue effort; ask and answer questions and exchange ideas and information on familiar topics in predictable everyday situations.

Spoken Production: give a simple description or presentation about people, living or working conditions, daily routines, likes/dislikes etc., synthesising a short series of simple phrases and sentences into a list.

Assessment Tasks

Name	Weighting	Due
Unit Participation	15%	Weekly
Weekly Online Quizzes	10%	Weekly
Test 1	5%	Week 3

Name	Weighting	Due
<u>Test 2</u>	15%	Week 5
<u>Interview Test</u>	10%	Week 7
<u>Test 3</u>	25%	Week 10
<u>Essay Test</u>	10%	Week 13
<u>Creative Japanese Performance</u>	10%	Week 13

Unit Participation

Due: **Weekly**

Weighting: **15%**

For satisfactory completion of this unit, internal students are required to attend at least 80% of lecture and tutorial classes and actively participate in in-class activities. External students are required to study independently, following the weekly instructions in each week's External section and maintain frequent communication with the teaching staff. All students need to complete the weekly Homework (Workbook Homework, online self tests and other tasks as instructed).

On successful completion you will be able to:

- Reading: understand short, simple texts in hiragana, katakana and a number of limited kanji containing essential and high frequency vocabulary.
- Listening: understand familiar phrases and expressions and extract necessary information related to areas of most immediate priority (e.g. basic personal and family information, shopping, local geography, employment) provided speech is in a standard form and clearly and slowly articulated.
- Writing: write short, simple formulaic texts in hiragana, katakana and a limited number of kanji on familiar topics in areas of immediate need and personal interest.
- Spoken Interaction: interact with reasonable ease in structured situations and short conversations, provided the other person helps, if necessary; manage simple, routine exchanges without undue effort; ask and answer questions and exchange ideas and information on familiar topics in predictable everyday situations.
- Spoken Production: give a simple description or presentation about people, living or working conditions, daily routines, likes/dislikes etc., synthesising a short series of simple phrases and sentences into a list.

Weekly Online Quizzes

Due: **Weekly**

Weighting: **10%**

Every week, students are required to complete one Online Quiz with 10 questions. Each quiz will be available from 3pm Monday to 1pm of the following Monday.

On successful completion you will be able to:

- Reading: understand short, simple texts in hiragana, katakana and a number of limited kanji containing essential and high frequency vocabulary.
- Listening: understand familiar phrases and expressions and extract necessary information related to areas of most immediate priority (e.g. basic personal and family information, shopping, local geography, employment) provided speech is in a standard form and clearly and slowly articulated.
- Writing: write short, simple formulaic texts in hiragana, katakana and a limited number of kanji on familiar topics in areas of immediate need and personal interest.

Test 1

Due: **Week 3**

Weighting: **5%**

Test 1 is a 30 minute, low risk test of reading, writing and listening skills, covering the content of Weeks 1-2. The test will be conducted in tutorials for internal students and online for external students.

On successful completion you will be able to:

- Reading: understand short, simple texts in hiragana, katakana and a number of limited kanji containing essential and high frequency vocabulary.
- Listening: understand familiar phrases and expressions and extract necessary information related to areas of most immediate priority (e.g. basic personal and family information, shopping, local geography, employment) provided speech is in a standard form and clearly and slowly articulated.
- Writing: write short, simple formulaic texts in hiragana, katakana and a limited number of kanji on familiar topics in areas of immediate need and personal interest.

Test 2

Due: **Week 5**

Weighting: **15%**

Test 2 is a 60 minute, comprehensive test of reading, writing and listening skills, covering the

content of Weeks 1-4. The test will be conducted in tutorials for internal students and online for external students.

On successful completion you will be able to:

- Reading: understand short, simple texts in hiragana, katakana and a number of limited kanji containing essential and high frequency vocabulary.
- Listening: understand familiar phrases and expressions and extract necessary information related to areas of most immediate priority (e.g. basic personal and family information, shopping, local geography, employment) provided speech is in a standard form and clearly and slowly articulated.
- Writing: write short, simple formulaic texts in hiragana, katakana and a limited number of kanji on familiar topics in areas of immediate need and personal interest.

Interview Test

Due: **Week 7**

Weighting: **10%**

The interview test will be conducted in Week 7, in tutorials for internal students and via iLearn for external students. Students are required to prepare, in pairs, a 5 minute discussion in Japanese on Japanese culture. Then, they will be interviewed by the tutor on their discussion. Instructions and marking criteria will be provided in iLearn.

On successful completion you will be able to:

- Reading: understand short, simple texts in hiragana, katakana and a number of limited kanji containing essential and high frequency vocabulary.
- Listening: understand familiar phrases and expressions and extract necessary information related to areas of most immediate priority (e.g. basic personal and family information, shopping, local geography, employment) provided speech is in a standard form and clearly and slowly articulated.
- Writing: write short, simple formulaic texts in hiragana, katakana and a limited number of kanji on familiar topics in areas of immediate need and personal interest.
- Spoken Interaction: interact with reasonable ease in structured situations and short conversations, provided the other person helps, if necessary; manage simple, routine exchanges without undue effort; ask and answer questions and exchange ideas and information on familiar topics in predictable everyday situations.
- Spoken Production: give a simple description or presentation about people, living or working conditions, daily routines, likes/dislikes etc., synthesising a short series of simple phrases and sentences into a list.

Test 3

Due: **Week 10**

Weighting: **25%**

Test 3 is a 90 minute, comprehensive test of reading, writing and listening skills, covering the content of Weeks 1-9. The test will be conducted in tutorials for internal students and online for external students.

On successful completion you will be able to:

- Reading: understand short, simple texts in hiragana, katakana and a number of limited kanji containing essential and high frequency vocabulary.
- Listening: understand familiar phrases and expressions and extract necessary information related to areas of most immediate priority (e.g. basic personal and family information, shopping, local geography, employment) provided speech is in a standard form and clearly and slowly articulated.
- Writing: write short, simple formulaic texts in hiragana, katakana and a limited number of kanji on familiar topics in areas of immediate need and personal interest.

Essay Test

Due: **Week 13**

Weighting: **10%**

Students will be required to write an essay in Japanese (minimum 400 characters), using *genkō yōshi*. The test will be conducted in Week 13, in the lecture for internal students and online for external students. A small range of assigned themes will be given prior to the test so that students can conduct research. Instructions and marking criteria will be provided in iLearn.

On successful completion you will be able to:

- Reading: understand short, simple texts in hiragana, katakana and a number of limited kanji containing essential and high frequency vocabulary.
- Listening: understand familiar phrases and expressions and extract necessary information related to areas of most immediate priority (e.g. basic personal and family information, shopping, local geography, employment) provided speech is in a standard form and clearly and slowly articulated.
- Writing: write short, simple formulaic texts in hiragana, katakana and a limited number of kanji on familiar topics in areas of immediate need and personal interest.

Creative Japanese Performance

Due: **Week 13**

Weighting: **10%**

Students are required to give a creative performance in Japanese, either in a group of up to three, or individually. The performance may be in the form of, for example, a song, poetry, comedy or voice acting from anime, drama or film. Each group member should perform for 2 minutes. The script of the performance must be submitted prior to the performance. The performance will be conducted in Week 13, in tutorials for internal students and via iLearn for external students. Instructions and marking criteria will be provided in iLearn.

On successful completion you will be able to:

- Reading: understand short, simple texts in hiragana, katakana and a number of limited kanji containing essential and high frequency vocabulary.
- Listening: understand familiar phrases and expressions and extract necessary information related to areas of most immediate priority (e.g. basic personal and family information, shopping, local geography, employment) provided speech is in a standard form and clearly and slowly articulated.
- Writing: write short, simple formulaic texts in hiragana, katakana and a limited number of kanji on familiar topics in areas of immediate need and personal interest.
- Spoken Interaction: interact with reasonable ease in structured situations and short conversations, provided the other person helps, if necessary; manage simple, routine exchanges without undue effort; ask and answer questions and exchange ideas and information on familiar topics in predictable everyday situations.
- Spoken Production: give a simple description or presentation about people, living or working conditions, daily routines, likes/dislikes etc., synthesising a short series of simple phrases and sentences into a list.

Delivery and Resources

Required and recommend texts and/or materials

No textbook is required for this unit. Lecture and tutorial slides, as well as the JPS102 Workbook, will be provided in iLearn. Students will be required to download and print out the Workbook Exercises and Homework.

Unit webpage and technology used and required

This unit has an online presence. Login is via: <https://ilearn.mq.edu.au/>

Students are required to have regular, reliable access to a computer and the internet to complete this unit. Mobile devices alone are not sufficient.

Completion of assessment tasks will require a computer with Japanese fonts enabled. Basic

computer skills (e.g., internet browsing) and skills in word processing in Japanese and English are also required.

For technical support go to: http://mq.edu.au/about_us/offices_and_units/informatics/help

For student quick guides on the use of iLearn go to: http://mq.edu.au/iLearn/student_info/guides.htm

Unit Schedule

The unit schedule is available in iLearn.

Policies and Procedures

Macquarie University policies and procedures are accessible from [Policy Central](#). Students should be aware of the following policies in particular with regard to Learning and Teaching:

Academic Honesty Policy http://mq.edu.au/policy/docs/academic_honesty/policy.html

Assessment Policy <http://mq.edu.au/policy/docs/assessment/policy.html>

Grading Policy <http://mq.edu.au/policy/docs/grading/policy.html>

Grade Appeal Policy <http://mq.edu.au/policy/docs/gradeappeal/policy.html>

Grievance Management Policy http://mq.edu.au/policy/docs/grievance_management/policy.html

Disruption to Studies Policy http://www.mq.edu.au/policy/docs/disruption_studies/policy.html *The Disruption to Studies Policy is effective from March 3 2014 and replaces the Special Consideration Policy.*

In addition, a number of other policies can be found in the [Learning and Teaching Category](#) of Policy Central.

Student Code of Conduct

Macquarie University students have a responsibility to be familiar with the Student Code of Conduct: https://students.mq.edu.au/support/student_conduct/

Student Support

Macquarie University provides a range of support services for students. For details, visit <http://students.mq.edu.au/support/>

Learning Skills

Learning Skills (mq.edu.au/learningskills) provides academic writing resources and study strategies to improve your marks and take control of your study.

- [Workshops](#)
- [StudyWise](#)
- [Academic Integrity Module for Students](#)
- [Ask a Learning Adviser](#)

Student Services and Support

Students with a disability are encouraged to contact the [Disability Service](#) who can provide appropriate help with any issues that arise during their studies.

Student Enquiries

For all student enquiries, visit Student Connect at ask.mq.edu.au

IT Help

For help with University computer systems and technology, visit <http://informatics.mq.edu.au/help/>.

When using the University's IT, you must adhere to the [Acceptable Use Policy](#). The policy applies to all who connect to the MQ network including students.

Graduate Capabilities

Capable of Professional and Personal Judgement and Initiative

We want our graduates to have emotional intelligence and sound interpersonal skills and to demonstrate discernment and common sense in their professional and personal judgement. They will exercise initiative as needed. They will be capable of risk assessment, and be able to handle ambiguity and complexity, enabling them to be adaptable in diverse and changing environments.

This graduate capability is supported by:

Learning outcomes

- Listening: understand familiar phrases and expressions and extract necessary information related to areas of most immediate priority (e.g. basic personal and family information, shopping, local geography, employment) provided speech is in a standard form and clearly and slowly articulated.
- Spoken Interaction: interact with reasonable ease in structured situations and short conversations, provided the other person helps, if necessary; manage simple, routine exchanges without undue effort; ask and answer questions and exchange ideas and information on familiar topics in predictable everyday situations.
- Spoken Production: give a simple description or presentation about people, living or working conditions, daily routines, likes/dislikes etc., synthesising a short series of simple

phrases and sentences into a list.

Assessment tasks

- Unit Participation
- Weekly Online Quizzes
- Test 1
- Test 2
- Interview Test
- Test 3
- Creative Japanese Performance

Commitment to Continuous Learning

Our graduates will have enquiring minds and a literate curiosity which will lead them to pursue knowledge for its own sake. They will continue to pursue learning in their careers and as they participate in the world. They will be capable of reflecting on their experiences and relationships with others and the environment, learning from them, and growing - personally, professionally and socially.

This graduate capability is supported by:

Learning outcomes

- Reading: understand short, simple texts in hiragana, katakana and a number of limited kanji containing essential and high frequency vocabulary.
- Listening: understand familiar phrases and expressions and extract necessary information related to areas of most immediate priority (e.g. basic personal and family information, shopping, local geography, employment) provided speech is in a standard form and clearly and slowly articulated.
- Writing: write short, simple formulaic texts in hiragana, katakana and a limited number of kanji on familiar topics in areas of immediate need and personal interest.
- Spoken Interaction: interact with reasonable ease in structured situations and short conversations, provided the other person helps, if necessary; manage simple, routine exchanges without undue effort; ask and answer questions and exchange ideas and information on familiar topics in predictable everyday situations.
- Spoken Production: give a simple description or presentation about people, living or working conditions, daily routines, likes/dislikes etc., synthesising a short series of simple phrases and sentences into a list.

Assessment tasks

- Unit Participation

- Weekly Online Quizzes
- Test 1
- Test 2
- Interview Test
- Test 3
- Creative Japanese Performance

Discipline Specific Knowledge and Skills

Our graduates will take with them the intellectual development, depth and breadth of knowledge, scholarly understanding, and specific subject content in their chosen fields to make them competent and confident in their subject or profession. They will be able to demonstrate, where relevant, professional technical competence and meet professional standards. They will be able to articulate the structure of knowledge of their discipline, be able to adapt discipline-specific knowledge to novel situations, and be able to contribute from their discipline to inter-disciplinary solutions to problems.

This graduate capability is supported by:

Learning outcomes

- Reading: understand short, simple texts in hiragana, katakana and a number of limited kanji containing essential and high frequency vocabulary.
- Listening: understand familiar phrases and expressions and extract necessary information related to areas of most immediate priority (e.g. basic personal and family information, shopping, local geography, employment) provided speech is in a standard form and clearly and slowly articulated.
- Writing: write short, simple formulaic texts in hiragana, katakana and a limited number of kanji on familiar topics in areas of immediate need and personal interest.
- Spoken Interaction: interact with reasonable ease in structured situations and short conversations, provided the other person helps, if necessary; manage simple, routine exchanges without undue effort; ask and answer questions and exchange ideas and information on familiar topics in predictable everyday situations.
- Spoken Production: give a simple description or presentation about people, living or working conditions, daily routines, likes/dislikes etc., synthesising a short series of simple phrases and sentences into a list.

Assessment tasks

- Unit Participation
- Weekly Online Quizzes
- Test 1

- Test 2
- Interview Test
- Test 3
- Essay Test
- Creative Japanese Performance

Critical, Analytical and Integrative Thinking

We want our graduates to be capable of reasoning, questioning and analysing, and to integrate and synthesise learning and knowledge from a range of sources and environments; to be able to critique constraints, assumptions and limitations; to be able to think independently and systemically in relation to scholarly activity, in the workplace, and in the world. We want them to have a level of scientific and information technology literacy.

This graduate capability is supported by:

Learning outcomes

- Reading: understand short, simple texts in hiragana, katakana and a number of limited kanji containing essential and high frequency vocabulary.
- Listening: understand familiar phrases and expressions and extract necessary information related to areas of most immediate priority (e.g. basic personal and family information, shopping, local geography, employment) provided speech is in a standard form and clearly and slowly articulated.
- Writing: write short, simple formulaic texts in hiragana, katakana and a limited number of kanji on familiar topics in areas of immediate need and personal interest.
- Spoken Interaction: interact with reasonable ease in structured situations and short conversations, provided the other person helps, if necessary; manage simple, routine exchanges without undue effort; ask and answer questions and exchange ideas and information on familiar topics in predictable everyday situations.
- Spoken Production: give a simple description or presentation about people, living or working conditions, daily routines, likes/dislikes etc., synthesising a short series of simple phrases and sentences into a list.

Assessment tasks

- Unit Participation
- Weekly Online Quizzes
- Test 1
- Test 2
- Interview Test
- Test 3

- Essay Test
- Creative Japanese Performance

Problem Solving and Research Capability

Our graduates should be capable of researching; of analysing, and interpreting and assessing data and information in various forms; of drawing connections across fields of knowledge; and they should be able to relate their knowledge to complex situations at work or in the world, in order to diagnose and solve problems. We want them to have the confidence to take the initiative in doing so, within an awareness of their own limitations.

This graduate capability is supported by:

Learning outcomes

- Reading: understand short, simple texts in hiragana, katakana and a number of limited kanji containing essential and high frequency vocabulary.
- Listening: understand familiar phrases and expressions and extract necessary information related to areas of most immediate priority (e.g. basic personal and family information, shopping, local geography, employment) provided speech is in a standard form and clearly and slowly articulated.
- Writing: write short, simple formulaic texts in hiragana, katakana and a limited number of kanji on familiar topics in areas of immediate need and personal interest.
- Spoken Interaction: interact with reasonable ease in structured situations and short conversations, provided the other person helps, if necessary; manage simple, routine exchanges without undue effort; ask and answer questions and exchange ideas and information on familiar topics in predictable everyday situations.
- Spoken Production: give a simple description or presentation about people, living or working conditions, daily routines, likes/dislikes etc., synthesising a short series of simple phrases and sentences into a list.

Assessment tasks

- Unit Participation
- Weekly Online Quizzes
- Test 1
- Test 2
- Interview Test
- Test 3
- Essay Test
- Creative Japanese Performance

Creative and Innovative

Our graduates will also be capable of creative thinking and of creating knowledge. They will be imaginative and open to experience and capable of innovation at work and in the community. We want them to be engaged in applying their critical, creative thinking.

This graduate capability is supported by:

Learning outcomes

- Writing: write short, simple formulaic texts in hiragana, katakana and a limited number of kanji on familiar topics in areas of immediate need and personal interest.
- Spoken Interaction: interact with reasonable ease in structured situations and short conversations, provided the other person helps, if necessary; manage simple, routine exchanges without undue effort; ask and answer questions and exchange ideas and information on familiar topics in predictable everyday situations.
- Spoken Production: give a simple description or presentation about people, living or working conditions, daily routines, likes/dislikes etc., synthesising a short series of simple phrases and sentences into a list.

Assessment tasks

- Unit Participation
- Weekly Online Quizzes
- Test 1
- Test 2
- Interview Test
- Test 3
- Essay Test
- Creative Japanese Performance

Effective Communication

We want to develop in our students the ability to communicate and convey their views in forms effective with different audiences. We want our graduates to take with them the capability to read, listen, question, gather and evaluate information resources in a variety of formats, assess, write clearly, speak effectively, and to use visual communication and communication technologies as appropriate.

This graduate capability is supported by:

Learning outcomes

- Reading: understand short, simple texts in hiragana, katakana and a number of limited kanji containing essential and high frequency vocabulary.

- Listening: understand familiar phrases and expressions and extract necessary information related to areas of most immediate priority (e.g. basic personal and family information, shopping, local geography, employment) provided speech is in a standard form and clearly and slowly articulated.
- Writing: write short, simple formulaic texts in hiragana, katakana and a limited number of kanji on familiar topics in areas of immediate need and personal interest.
- Spoken Interaction: interact with reasonable ease in structured situations and short conversations, provided the other person helps, if necessary; manage simple, routine exchanges without undue effort; ask and answer questions and exchange ideas and information on familiar topics in predictable everyday situations.
- Spoken Production: give a simple description or presentation about people, living or working conditions, daily routines, likes/dislikes etc., synthesising a short series of simple phrases and sentences into a list.

Assessment tasks

- Unit Participation
- Weekly Online Quizzes
- Test 1
- Test 2
- Interview Test
- Test 3
- Essay Test
- Creative Japanese Performance

Engaged and Ethical Local and Global citizens

As local citizens our graduates will be aware of indigenous perspectives and of the nation's historical context. They will be engaged with the challenges of contemporary society and with knowledge and ideas. We want our graduates to have respect for diversity, to be open-minded, sensitive to others and inclusive, and to be open to other cultures and perspectives: they should have a level of cultural literacy. Our graduates should be aware of disadvantage and social justice, and be willing to participate to help create a wiser and better society.

This graduate capability is supported by:

Learning outcomes

- Reading: understand short, simple texts in hiragana, katakana and a number of limited kanji containing essential and high frequency vocabulary.
- Listening: understand familiar phrases and expressions and extract necessary information related to areas of most immediate priority (e.g. basic personal and family

information, shopping, local geography, employment) provided speech is in a standard form and clearly and slowly articulated.

- Writing: write short, simple formulaic texts in hiragana, katakana and a limited number of kanji on familiar topics in areas of immediate need and personal interest.
- Spoken Interaction: interact with reasonable ease in structured situations and short conversations, provided the other person helps, if necessary; manage simple, routine exchanges without undue effort; ask and answer questions and exchange ideas and information on familiar topics in predictable everyday situations.
- Spoken Production: give a simple description or presentation about people, living or working conditions, daily routines, likes/dislikes etc., synthesising a short series of simple phrases and sentences into a list.

Assessment tasks

- Unit Participation
- Test 2
- Test 3
- Essay Test
- Creative Japanese Performance

Socially and Environmentally Active and Responsible

We want our graduates to be aware of and have respect for self and others; to be able to work with others as a leader and a team player; to have a sense of connectedness with others and country; and to have a sense of mutual obligation. Our graduates should be informed and active participants in moving society towards sustainability.

This graduate capability is supported by:

Learning outcomes

- Listening: understand familiar phrases and expressions and extract necessary information related to areas of most immediate priority (e.g. basic personal and family information, shopping, local geography, employment) provided speech is in a standard form and clearly and slowly articulated.
- Spoken Interaction: interact with reasonable ease in structured situations and short conversations, provided the other person helps, if necessary; manage simple, routine exchanges without undue effort; ask and answer questions and exchange ideas and information on familiar topics in predictable everyday situations.
- Spoken Production: give a simple description or presentation about people, living or working conditions, daily routines, likes/dislikes etc., synthesising a short series of simple

phrases and sentences into a list.

Assessment tasks

- Unit Participation
- Test 2
- Essay Test
- Creative Japanese Performance

General assessment policies

Late Submissions, Extensions and Supplementary Tests

Assessment tasks are compulsory and must be submitted on time. As a general rule, extensions will not be granted without a valid and documented reason (e.g. medical certificate). Late submissions will be penalised by 5% for each day (including weekends) the assessment task is late. A request for a supplementary test will be considered only in the case of serious illness or disruption. No assessment tasks will be accepted after assessment tasks have been corrected and feedback has been provided. Assessment tasks handed in early will not be marked and returned before the due date. If you anticipate unavoidable difficulty in completing an assessment task (in class and/or online), contact the convener or your tutor as soon as possible.

Disruption to Studies

If a student is prevented by serious and unavoidable disruption from completing unit requirements in accordance with their ability, they may apply for support under the Disruption to Studies Policy. To access this support, students must notify the university via ask.mq.edu.au. Students should refer to the Disruption to Studies Policy for further information (see the link provided in the 'Policies and procedures' section of this unit guide).