



# EDUC2670

## Classroom Management and Assessment

Session 2, Infrequent attendance, North Ryde 2020

*Macquarie School of Education*

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#### 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.

#### Notice

As part of [Phase 3 of our return to campus plan](#), most units will now run tutorials, seminars and other small group learning activities on campus for the second half-year, while keeping an online version available for those students unable to return or those who choose to continue their studies online.

To check the availability of face-to-face and online activities for your unit, please go to [timetable viewer](#). To check detailed information on unit assessments visit your unit's iLearn space or consult your unit convenor.

## General Information

Unit convenor and teaching staff

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Lecturer

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Credit points

10

Prerequisites

80cp at 1000 level or above including (EDTE251 or EDTE2510 or EDUC105 or EDUC1050 or EDUC106 or EDUC1060 or EDUC107 or EDUC1070)

Corequisites

Co-badged status

Unit description

This unit provides a broad overview of classroom management theories and approaches, as well as an introduction to key concepts in educational assessment in preparation for the curriculum methodology and professional-experience-oriented units that follow.

## 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:

**ULO1:** Describe key components of classroom management for effective teaching.

**ULO2:** Explain theoretical approaches to classroom management.

**ULO3:** Plan for classroom management taking into account the theoretical bases of behaviour and knowledge of approaches.

**ULO4:** Describe and explain key concepts of educational assessment.

**ULO5:** Apply understandings of educational assessment in a variety of ways that inform and enhance curriculum and pedagogy.

**ULO6:** Constructively engage with educational research.

## General Assessment Information

### Assessment Presentation and Submission Guidelines

Please follow these guidelines when you submit each assignment:

- Allow a left and right-hand margin of at least 2cm in all assignments.
- Please type all assignments using 12-point font and 1.5 spacing.
- All assessments must be submitted through Turnitin in .doc or .pdf format
- It is the responsibility of the student to ensure that all assessments are successfully submitted through Turnitin.
- Faculty assignment cover sheets are NOT required.

### Draft Submissions & Turnitin Originality Reports

- Students may use Turnitin's Originality Report as a learning tool to improve their academic writing if this option is made available in the unit.
- Students are strongly encouraged to upload a draft copy of each assessment to Turnitin at least one week prior to the due date to obtain an Originality Report.
- The Originality Report provides students with a similarity index that may indicate if plagiarism has occurred. Students will be able to make amendments to their drafts prior to their final submission on the due date.
- Generally, one Originality Report is generated every 24 hours up to the due date.

### Please note:

- Students should regularly save a copy of all assignments before submission,
- Students are responsible for checking that their submission has been successful and has been submitted by the due date and time.

### Assignment extensions and late penalties

- In general, there should be no need for extensions except through illness or misadventure that would be categorised as serious and unavoidable disruption according to the University definition of same, see: <https://students.mq.edu.au/study/my-study-program/special-consideration>
- Applications for extensions must be made via AskMQ according to the Special Consideration policy. Extensions can only be granted if they meet the Special Considerations policy and are submitted via <https://ask.mq.edu.au/>. This will ensure consistency in the consideration of such requests is maintained.
- Late submissions: Unless a Special Consideration request has been submitted and approved, (a) a penalty for lateness will apply – two (2) marks out of 100 will be deducted per day for assignments submitted after the due date – and (b) no assignment will be accepted more than seven (7) days (incl. weekends) after the original submission deadline. No late submissions will be accepted for timed assessments – e.g. quizzes, online tests. Late penalties are applied by unit convenors or their delegates after tasks are assessed.
- If a student is still permitted to submit on the basis of unavoidable disruption, an alternative topic may be set.
- Students should keep an electronic file of all assessments. Claims regarding "lost" assessments cannot be made if the file cannot be produced. It is also advisable to keep an electronic file of all drafts and the final submission on a USB untouched/unopened after submission. This can be used to demonstrate easily that the assessment has not been amended after the submission date.

### **Requesting a re-assessment of an assignment**

If you have **evidence** that your task has been incorrectly assessed against the grade descriptors you can request a re-mark. To request a re-mark you need to contact the unit convenor within **7 days** of the date of return of the assignment and provide **a detailed assessment of your script**

**against the task criteria.** Evidence from your assignment must be provided to support your judgements.

Notes:

- 1 Failed assessments cannot be re-marked as they are all double-marked as a part of the moderation process.
- 2 The outcome of a re-mark may be a **higher/lower or unchanged grade**. Grades are *standards referenced* and effort is NOT a criterion.

### University policy on grading

#### Criteria for awarding grades for assessment tasks

Assignments will be awarded grades ranging from HD to F according to guidelines set out in the University's Grading Policy. The following descriptive criteria are included for your information.

#### Descriptive Criteria for awarding grades in the unit

In order to meet the unit outcomes and successfully pass this unit, students must make a genuine attempt at all assessment tasks. Where any submitted assessment task is considered to be unsatisfactory in this regard, the highest possible final grade that can be awarded for the unit will be 45.

Students will be awarded grades ranging from HD to F according to guidelines set out in the policy: <https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policies/assessment-in-effect-from-session-2-2016>

The following generic grade descriptors provide university-wide standards for awarding final grades.

Grade	Descriptor
HD (High Distinction)	Provides consistent evidence of deep and critical understanding in relation to the learning outcomes. There is substantial originality and insight in identifying, generating and communicating competing arguments, perspectives or problem solving approaches; critical evaluation of problems, their solutions and their implications; creativity in application as appropriate to the discipline.

<b>D</b> (Distinction)	Provides evidence of integration and evaluation of critical ideas, principles and theories, distinctive insight and ability in applying relevant skills and concepts in relation to learning outcomes. There is demonstration of frequent originality in defining and analysing issues or problems and providing solutions; and the use of means of communication appropriate to the discipline and the audience.
<b>Cr</b> (Credit)	Provides evidence of learning that goes beyond replication of content knowledge or skills relevant to the learning outcomes. There is demonstration of substantial understanding of fundamental concepts in the field of study and the ability to apply these concepts in a variety of contexts; convincing argumentation with appropriate coherent justification; communication of ideas fluently and clearly in terms of the conventions of the discipline.
<b>P</b> (Pass).	Provides sufficient evidence of the achievement of learning outcomes. There is demonstration of understanding and application of fundamental concepts of the field of study; routine argumentation with acceptable justification; communication of information and ideas adequately in terms of the conventions of the discipline. The learning attainment is considered satisfactory or adequate or competent or capable in relation to the specified outcomes
<b>F</b> (Fail)	Does not provide evidence of attainment of learning outcomes. There is missing or partial or superficial or faulty understanding and application of the fundamental concepts in the field of study; missing, undeveloped, inappropriate or confusing argumentation; incomplete, confusing or lacking communication of ideas in ways that give little attention to the conventions of the discipline.

Note: If you fail a unit with a professional experience component the fail grade will be on your transcript irrespective of the timing of the placement.

### **Withdrawing from this UG Unit**

If you are considering withdrawing from this unit, please seek academic advice via <https://ask.mq.edu.au> before doing so as this unit may be a co-requisite or prerequisite for units in the following sessions and may impact on your progression through the degree.

### **Results**

Results shown in iLearn, or released directly by your Unit Convenor, are not confirmed as they are subject to final approval by the University. Once approved, final results will be sent to your student email address and will be made available in [eStudent](#). For more information visit [ask.mq.edu.au](https://ask.mq.edu.au).

## **Assessment Tasks**

Name	Weighting	Hurdle	Due
<a href="#">Classroom Management PLaN</a>	50%	No	25/09/2020

Name	Weighting	Hurdle	Due
<a href="#">Formal Exam</a>	45%	No	Exam Period
<a href="#">ASSET Survey</a>	5%	No	See ASSET Section

## Classroom Management PLaN

Assessment Type [1](#): Essay

Indicative Time on Task [2](#): 30 hours

Due: **25/09/2020**

Weighting: **50%**

Design a classroom management plan for a case study class (2200 words)

On successful completion you will be able to:

- Describe key components of classroom management for effective teaching.
- Explain theoretical approaches to classroom management.
- Plan for classroom management taking into account the theoretical bases of behaviour and knowledge of approaches.

## Formal Exam

Assessment Type [1](#): Examination

Indicative Time on Task [2](#): 29 hours

Due: **Exam Period**

Weighting: **45%**

Exam will test knowledge of assessment theory/practice as well as legal aspects of classroom management.

On successful completion you will be able to:

- Describe and explain key concepts of educational assessment.
- Apply understandings of educational assessment in a variety of ways that inform and enhance curriculum and pedagogy.

## ASSET Survey

Assessment Type [1](#): Participatory task

Indicative Time on Task [2](#): 1 hours

Due: **See ASSET Section**

Weighting: **5%**

Completing the Annual Student Survey of Education for Teaching (ASSET) forms part of the assessment for this unit. The survey is in 5 parts and students will be awarded 1% for completion

of each part.

On successful completion you will be able to:

- Constructively engage with educational research.

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<sup>1</sup> If you need help with your assignment, please contact:

- the academic teaching staff in your unit for guidance in understanding or completing this type of assessment
- the [Writing Centre](#) for academic skills support.

<sup>2</sup> Indicative time-on-task is an estimate of the time required for completion of the assessment task and is subject to individual variation

## Delivery and Resources

This unit has a full web presence through *iLearn*. Due to COVID-19 it will be taught entirely online.

Students will need regular access to a computer and the Internet to complete this unit.

Weekly access to iLearn is compulsory for all students. Important assessment information will be posted here, as will other relevant unit notices and materials, including a reading template and guide to lecture note taking to assist your studies.

Please check the iLearn unit regularly.

Lectures

Weekly lectures are available on the web through the ECHO360 lecture component. You must listen to all lectures

PowerPoint slides are available in iLearn in advance of the weekly lecture and/or are available in the Active Learning Tool.

### Access and technical assistance

Information for students about access to the online component of this unit is available at [ilearn.mq.edu.au/login/MQ/](https://ilearn.mq.edu.au/login/MQ/). You will need to enter your student username and password.

Please do **NOT** contact the Unit Convenor regarding *iLearn* technical help.

No extensions will be given for any technical issues. Allow enough time for your submissions.

Assistance is available from IT Helpdesk ph: 1800 67 4357, or log a request at [help.mq.edu.au](https://help.mq.edu.au). OneHelp is the online IT support service for both students and staff.



**This unit requires students to use several ICT and software skills:**

- **Internet access:** The *iLearn* site contains materials for this unit; it is also required for the online submission of all Assessment Tasks, and for the use of Turnitin submission for ALL tasks.
- **Word processing, visual representations, and document formatting:** You are required to use an appropriate form of software to present your assignments.
- **Uploading** of assessment tasks to **iLearn**.

**EXTERNAL/INFREQUENT ATTENDANCE**

It is important to note that, due to the COVID-19 emergency, there will be no on campus days for students not enrolled in Day/Weekday mode. You will be encouraged to participate online each week as part of our online tutorial group, starting in Week 3. The timelines for participation will be flexible so that you can carry on with your other commitment. It will be very much like doing an online unit. The convenor will be interested to know how you find this learning mode and encourages you to provide feedback in 'Tell Us What You Think'.

## Unit Schedule

SCHEDULE OF TEACHING & LEARNING

MODULE 1: CLASSROOM MANAGEMENT >>>>>

Week/ Date	Lecture	Tutorial	Readings
1	No Lecture	No Tutorial	Stephenson, Linfoot & Martin (2000) or Little (2005)
2	No Lecture	No Tutorial	Bullying: Preventing and Responding to Student Bullying in Schools (2011)  NSWDE Policy

3	L1 Classroom Management: Definitions and a Model  L2 Developmental, Psychological and Environmental Bases of Behaviour	T01  Ecology & Behaviour	De Nobile et al (2017)  Ch 1 + 2
4	L3 Prevention: Classroom Climate and Classroom Culture  L4 Prevention: Instructional Practice and Physical Environment	T02  Relationships & Organisation	De Nobile et al (2017)  Ch 3 + 4
5	L5 Planning for Classroom Management  L6 Prevention and Intervention for Classroom Management	T03  The Physical and Instructional Environment	De Nobile et al (2017)  Ch 5 + 10
6	L7 Behavioural Approaches to Classroom Management  L8 Cognitive-Behavioural Approaches to Classroom Management	T04  Responding to Behaviour Problems	De Nobile et al (2017)  Ch 6 + 7
7	L9 Psychoeducational Approaches to Classroom Management  L10 Social Justice Approaches to Classroom Management	T05  Applying Theory to Classroom Management Practice	De Nobile et al (2017)  Ch 8 + 9

Mid-Semester Break: 14/9 – 25/9

**MODULE 2: CLASSROOM ASSESSMENT >>>>>**

Week/ Date	Lecture	Tutorial	Readings
8	L11 The Roles of Assessment 1  L12 The Roles of Assessment 2	T06  Evidence-Based Assessment	Bruniges (2005)  Brady & Kennedy (2019) Ch 1
9	L13 Designing Assessment Tasks 1  L14 Designing Assessment Tasks 2	T07  Quality Teaching & Assessment	Brady & Kennedy (2019) Ch 2 + 3
10	L15 Marking and Grades  L16 Effective Feedback	T08  Results, Feedback & Quality	DET (2000)  NESA (2017)
11	L17 Aligning Curriculum, Pedagogy and Assessment 1  L18 Aligning Curriculum, Pedagogy and Assessment 2	T09  Evaluating Assessment Tasks	McTighe&Wiggins (1998)  Brady & Kennedy (2019) Ch 4
12	L19 Reporting  L20 Pulling the Assessment Strings Together	T10  Designing Assessment Tasks	Brady & Kennedy (2019) Ch 6 + 7

**MODULE 3: ASSESSMENT & BEHAVIOUR >>>>>**

Week/ Date	Lecture	Tutorial	Readings
13	L21 Assessment and Behaviour: Bringing the Two Together	No Tutorials	Sugai et al (2000)
	L22 The Legal Aspects of Classroom Management		Newnham (2000)

## Policies and Procedures

Macquarie University policies and procedures are accessible from [Policy Central \(https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central\)](https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central). Students should be aware of the following policies in particular with regard to Learning and Teaching:

- [Academic Appeals Policy](#)
- [Academic Integrity Policy](#)
- [Academic Progression Policy](#)
- [Assessment Policy](#)
- [Fitness to Practice Procedure](#)
- [Grade Appeal Policy](#)
- [Complaint Management Procedure for Students and Members of the Public](#)
- [Special Consideration Policy](#) (**Note:** *The Special Consideration Policy is effective from 4 December 2017 and replaces the Disruption to Studies Policy.*)

Students seeking more policy resources can visit the [Student Policy Gateway \(https://students.mq.edu.au/support/study/student-policy-gateway\)](https://students.mq.edu.au/support/study/student-policy-gateway). It is your one-stop-shop for the key policies you need to know about throughout your undergraduate student journey.

If you would like to see all the policies relevant to Learning and Teaching visit [Policy Central \(https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central\)](https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/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/study/getting-started/student-conduct>

## Results

Results published on platform other than [eStudent](#), (eg. iLearn, Coursera etc.) or released directly by your Unit Convenor, are not confirmed as they are subject to final approval by the University. Once approved, final results will be sent to your student email address and will be

made available in [eStudent](#). For more information visit [ask.mq.edu.au](http://ask.mq.edu.au) or if you are a Global MBA student contact [globalmba.support@mq.edu.au](mailto:globalmba.support@mq.edu.au)

## 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](http://mq.edu.au/learningskills)) provides academic writing resources and study strategies to help you improve your marks and take control of your study.

- [Getting help with your assignment](#)
- [Workshops](#)
- [StudyWise](#)
- [Academic Integrity Module](#)

The Library provides online and face to face support to help you find and use relevant information resources.

- [Subject and Research Guides](#)
- [Ask a Librarian](#)

## 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](http://ask.mq.edu.au)

If you are a Global MBA student contact [globalmba.support@mq.edu.au](mailto:globalmba.support@mq.edu.au)

## IT Help

For help with University computer systems and technology, visit [http://www.mq.edu.au/about\\_us/offices\\_and\\_units/information\\_technology/help/](http://www.mq.edu.au/about_us/offices_and_units/information_technology/help/).

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

## ASSET

Assessment: ASSET Survey

Due: Varies

Weighting: 5%

Description: Completing the Annual Student Survey of Education for Teaching (ASSET) forms

part of the assessment for this unit. The ASSET will provide the School of Education with a detailed understanding of our students and their experiences; including, who they are, their attitudes and beliefs about education, and how prepared they feel to work as teachers. In addition, as part of the registration of the School of Education teacher preparation programs with the NSW Education Standards Authority, we are specifically required to collect impact data on programs. The proposed annual survey will serve the purpose of providing part of these mandatory data. Further, it will provide the School of Education with valuable information to revise and improve the programs offered to students. Finally, you may elect to make your de-identified data available to researchers in the School if you choose.

Please note that identifying data will only be held by the School of Education Research Administrator, Mridul Sood, and will not be released to the unit convenor or any academic staff in the School. Full information is available when you open the survey.

The survey is in 5 parts and you will be awarded 1% for completion of each part for each unit in which you are enrolled that includes ASSET as part of the assessment. **Please make absolutely sure that you select ALL the relevant units in which you are enrolled when completing each survey.**

After finishing each survey, you will be presented with a screen that confirms your successful submission along with a recommendation that you screenshot this confirmation. In addition, an automated emailed confirmation of completion will be sent to the email address you nominate. To minimise the risk of this email being diverted to your spam folder, please add [noreply@mq.edu.au](mailto:noreply@mq.edu.au) and [trigger@qemailserver.com](mailto:trigger@qemailserver.com) to your email white list. If you have not received the email, please check your spam folder.

**NOTE THAT EITHER THE SCREENSHOT OR EMAIL ARE SUFFICIENT EVIDENCE OF SUCCESSFUL COMPLETION IN CASE OF DISPUTE. YOU DO NOT NEED BOTH.**

Participation marks will be uploaded **AFTER** the final date for completion for each part of the survey into the Grades section of iLearn. Marks will normally be uploaded within a week of the final completion date and **an announcement will be made on iLearn when the participation marks are available.**

If your convenor allows display of marks in the Grades section of iLearn, completion of each survey will be indicated by a mark of “1” and noncompletion by a mark of “0”. If your convenor has iLearn setup to display grades only, completion of the survey will be indicated by a “HD” and noncompletion by a “F”.

If you have any difficulties accessing the survey or questions regarding participation marks, please contact the School of Education Research Administrator, Mridul Sood, at [ed\\_research@mq.edu.au](mailto:ed_research@mq.edu.au). When making enquiries please ensure that the following information is included in your email:

NAME (exactly as it appears in iLearn):

STUDENT NUMBER (check this is correct):

ASSET SURVEY PART ABOUT WHICH YOU ARE ENQUIRING:

UNIT(S) ABOUT WHICH YOU ARE ENQUIRING:

SPECIFY YOUR ENQUIRY:

Please note the Research Administrator works part-time and during peak periods it may take up to 10 days to respond to your enquiry.

Enquiries regarding missing marks must be submitted within 7 days of the results being released, except where there is documented disruption to studies.

You may complete the surveys any time before the final date for completion. Final dates for completion of each part and links are provided below and each survey must be completed before 11.59 pm:

Part 1: 1 September

Link: [https://mqedu.qualtrics.com/jfe/form/SV\\_9yLelsU1IBMUKAI](https://mqedu.qualtrics.com/jfe/form/SV_9yLelsU1IBMUKAI)

Part 2: 15 September

Link: [https://mqedu.qualtrics.com/jfe/form/SV\\_7ak8Qq9gPidlpIN](https://mqedu.qualtrics.com/jfe/form/SV_7ak8Qq9gPidlpIN)

Part 3: 1 October

Link: [https://mqedu.qualtrics.com/jfe/form/SV\\_2sebMJ4Vge1qUJv](https://mqedu.qualtrics.com/jfe/form/SV_2sebMJ4Vge1qUJv)

Part 4: 15 October

Link: [https://mqedu.qualtrics.com/jfe/form/SV\\_6txfR6mOONBB857](https://mqedu.qualtrics.com/jfe/form/SV_6txfR6mOONBB857)

Part 5: 1 November

Link: [https://mqedu.qualtrics.com/jfe/form/SV\\_1KSlaWam49ifuE5](https://mqedu.qualtrics.com/jfe/form/SV_1KSlaWam49ifuE5)