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| **UNIT**  | **Research Project 226Z2115** |
| **ASSIGNMENT** | Research Report |
| **UNIT LEADER** | Steven Naylor |
| **% FINAL MARK** | 90% |
| **WORD LIMIT** | 5000 |
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| **SUBMISSION INFORMATION** |
| **SUBMISSION DATE** | Please check moodle for the deadline date  |
| **LEARNING OUTCOMES TO BE ASSESSED** |
| LO1 - Plan a small scale educational research project ensuring that such research is manageable and considers ethical issues in accordance with university guidance LO2 - Identify and critically evaluate appropriate research methodologies and key issues relative to the subject area that is to be the focus of the research LO3 - Work independently in the implementation of an original research project supported by the supervisorLO4 - Collect, analyse and critically evaluate data to produce a coherent final discussion of findings and appropriate conclusion.  |
| **TASK DETAILS & INSTRUCTIONS** |
| **Task 1 – A 5000 word academic report on an education research project that you have planned and undertaken over the academic year. Your report will focus on a theme of your choosing and will broadly fit into one of the 3 major thematic areas of the unit: Formal Education; Informal and Alternative Education; Social Justice and Empowerment in Education. Your approach to the research will either be through gathering empirical data or engaging in ‘desk-based’ research activity. The format of the final report should make use of one of the suggested structures detailed in the unit handbook.** |
| **MODE OF SUBMISSION** | Your work must be submitted to the moodle assessment portal by 9.00 pm on the due date, however, we recommend you to submit before 8.30 pm. Please do not leave it until the last minute to submit your assignment, in case you encounter any technical difficulties. Your work will automatically be recorded as late submission if it is not processed by 8.55 pm. Late submissions will be accepted up to five working days after the original deadline. The mark for any assessment submitted during this period shall be capped at 40%. Any submission after these five working days will be considered a fail. |
| **FORMAT** | **A 5000 word report submitted as one document in Moodle****Any appendices and/or illustrations/images/diagrams should be part of the single file upload**In all cases, the portfolio should include a ***reference list*** that should be:* An editable WORD document
* Front page: Student ID, Unit Number, Unit Name, Assignment Title
* Use: Times New Roman or Calibri 12pt. Double spacing and normal margins
* Each page should be numbered and have a header with your ID

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| **FEEDBACK PROCEDURES** |
| **FEEDBACK DATE** | **Please check moodle for the feedback date**  |
| **FEEDBACK FORMAT** | **Formative Feedback:** Progress towards the summative assessment tasks is staged in each session, withparticipants being expected to complete regular relevant activities for which they will receive rapid spoken feedback.**Summative Feedback** on the Portfolio will be provided electronically via Moodle/Turnitin in the form of written feedback together with a grade based on your level of achievement of the learning outcomes – determined with reference to the Marking Criteria detailed below. If you have [**Exceptional Factors**](https://www.mmu.ac.uk/student-case-management/guidance-for-students/exceptional-factors/) which will affect your ability to complete the assignment by the deadline, then you will need to make an Exceptional Factors request according to the usual MMU arrangements.Similarly, if you [have a **PLP**](https://www.mmu.ac.uk/student-life/wellbeing/disability/get-support/personal-learning-plan/) we encourage you to discuss your needs with your Unit Tutor. |
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| **SUPPORT AVAILABLE** |
| A lot of support is available to help you successfully complete this assignment: This takes a variety of forms and includes:* Scheduled taught sessions and workshops focused on the assignment
* Scheduled individual/group tutorials
* Assignment related activities/tasks with opportunities for feedback

If you attend sessions, complete all of activities, engage with the feedback provided and in tutorials, and do the additional reading and research required, then you should find that you have a strong basis for completing this assignment. *Please note: Tutors* ***will provide*** feedback on the working drafts during sessions but **they will not engage in a discussion** on what grade can be expected.  |
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| **MARKING & MODERATION PROCEDURES** |
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| The assignment will be marked by tutors.A sample of assignments will be scrutinized by an independent Moderator. This sample will be manually selected by the Moderator and will include, when possible, an example of an assignment from each grade band.In addition, a sample of assignments will be sent to the External Examiner. This sample will be manually selected by the External Examiner and will include 1 example of assignments from each grade band. |

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**General Guidelines**

The following guidance is offered to enable you to develop focus on the assignments. It has been collated with reference to the type of information participants have found useful in the past and past markers' experience of the common mistakes that participants have made.

**Answering the question**

• The assignment task is designed to test your ability to demonstrate achievement of the learning outcomes of the unit by meeting the assessment criteria. Therefore when you are preparing your work you should consider these throughout.

• Make sure you stay focussed on the question as set. Focus your answer on the specific task identified in the assignment. Analyse the key words in the question and plan your answer carefully.

**Appropriate reading/research**

• It is not acceptable to solely use text books as your main source material for this assignment. You should try to research from a range of sources particularly evidence based journal articles.

• Suggested databases:

Library Electronic Subject Resources → Select E → Education & Teaching Resources → Australian Educational Index/British Educational Index/ERIC are good places to start.

**Using the literature appropriately**

• Ensure you cite all your sources.

• Ensure that when you lift text from another source and include it in your assignment it is placed in quotation marks with an appropriate citation.

• If you paraphrase from a text you do not require quotation marks, but ensure it is sufficiently different from the original and include the citation.

• It is not appropriate when using the literature to support your work that you make too many direct quotations. This style does not allow you to demonstrate your understanding and can disrupt the flow of your arguments. It is a much better academic writing style to summarise or paraphrase the quotation and reference it accordingly.

• Do not quote material out of context. This often occurs when you take a very short quotation and then incorporate it into your written work.

• Avoid using a quotation and then summarising the quotation in your own words. This is very repetitive. It leads to a lack of focus and can eat considerably into your assignment page allocation. This can prevent you from generating enough detail in the rest of your answer.

• Try to avoid using secondary referencing, e.g. “Jones 2002 cited by Smith 2003”. This is not considered to be best academic practice especially if you are able to access Jones 2002 directly.

• Please use the Harvard method of referencing and citation (see guidelines on Moodle).

**Producing a Reference list**

• A Reference List contains all the source materials that you have cited in your essay.

• Use the [Harvard format](https://libguides.mmu.ac.uk/refguide/mmuharvard).

**Avoiding plagiarism**

• Make sure you understand [what plagiarism is](https://www.mmu.ac.uk/student-case-management/guidance-for-students/academic-misconduct/). The University views plagiarism as a serious matter. You must read the information on plagiarism in the MMU Regulations Handbook. Penalties will be applied if plagiarism occurs.

• Remember that the submission must be your own work. If you work too closely with others, you could find yourselves being penalised for plagiarising each other’s work.

• Be careful that you do not plagiarise yourself. Remember you cannot resubmit material that you have previously submitted for another assignment.

• Remember the Turnitin Moodle drop box enables you to get formative feedback on your citations and referencing. Ensure you leave enough time to submit the assignment, get feedback, re –draft and re-submit (remember there has to be a 24 hour gap between each submission.

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| **Marking Criteria : Research Project: CWK 1 – The RESEARCH REPORT** |
| **Graduate Outcomes** | **Descriptor 1** | **Descriptor 2** | **Descriptor 6** |
| **Grade Bands** | **Graduate Outcome - Apply skills of critical analysis to real world situations within a defined range of contexts****LO 2 – Identify and critically evaluate appropriate research methodologies and key issues relative to the subject area that is the focus of the research** | **Graduate Outcome - Demonstrate a high degree of professionalism\* e.g. initiative, creativity, motivation, professional practice and self-management****LO 3 (and 1) – Work independently in the implementation of an original research project supported by the supervisor**  | **Graduate Outcome - Find, evaluate, synthesise and use information from a variety of sources****LO 4 – Collect, analyse and critically evaluate data to produce a coherent final discussion of findings and an appropriate conclusion** |
| **86%-100%****1st** | You have identified and critically evaluated with original and insightful reference to theory and practice appropriate research methodologies and key issues relative to the subject area that is the focus of that research | There is evidence of the ability to work independently as a mature professional, able to review your own work critically with respect to appropriate academic and ethical standards and values | Your Research Project demonstrates evidence of extensive and appropriate primary/secondary sources and/or extended literature relevant to the situations to the topic you researched and which you use with discrimination in critical analysis and discussion |
| **70%-85%****1st** | You have identified and evaluated with insightful critical reference to theory and practice appropriate research methodologies and key issues relative to the subject area that is the focus of that research | There is evidence of the ability to work independently, meticulously, and competently with reference to academic and ethical standards and values  | Your Research Project demonstrates evidence of a good range of carefully selected primary/secondary sources and/or extended literature which you have used highly effectively in critical analysis and discussion |
| **60%-69%****2.1** | You have chosen and analysed with clear critical reference to theory and practice appropriate research methodologies and key issues relative to the subject area that is the focus of that research  | There is evidence of the ability to work independently, effectively, and competently with reference to academic and ethical standards and values | Your Research Project demonstrates evidence of a range of carefully selected primary/secondary sources and/or extended literature, which you have used effectively in critical analysis and discussion |
| **50%-59%****2.2** | You have chosen and analysed with reference to theory and practice appropriate research methodologies and issues relative to the subject area that is the focus of that research  | There is evidence of the ability to work independently, confidently and competently with reference to academic and ethical standards and values | Your Research Project demonstrates that you have gathered material from a range of primary/secondary sources and/or extended literature. You have used these appropriately in analysis and discussion |
| **40%-49%****3rd** | You have chosen with some reference to theory and practice and with evidence of some critical reflection research methodologies and issues relative to the subject area that is the focus of that research  | There is evidence of the ability to work independently and competently with reference to academic and ethical standards and values | Your Research Project demonstrates that you have made use of some good primary/secondary sources and/or extended literature. You have developed some good analysis discussion based on these |
| **35%-39%** **Fail** | You have chosen and dealt with uncritically with reference to theory and practice research methodologies and issues with some relevance to the subject area that is the focus of that research  | There is insufficient evidence of the ability to work independently and competently with reference to academic and ethical standards and values | Your Research Project demonstrates that you have evidence of some primary/secondary sources and/or extended literature. These have been partially used in some analysis or discussion |
| **20%-35%****Fail** | You have chosen and approached with little reference to theory or practice research methodologies and issues that have limited relevance to the subject area that is the focus of that research | There is very limited evidence of the ability to work competently with reference to academic and ethical standards and values | Your Research Project demonstrates very little evidence of primary/secondary sources and/or extended literature. There is little evidence of analysis or discussion. |
| **0%-19%****Fail**  | Your dissertation topic has been chosen and approached with no or almost no reference to theory or practice  | There is no or almost no evidence of the ability to work independently and competently with reference to academic and ethical standards and values | Your Research Project demonstrates very little or no evidence of primary/secondary sources and/or extended literature. There is very little evidence of analysis or discussion. |