

Name  
Student number

My final degree subject will be

Email address

## Sustaining Success Cover Sheet

The purpose of this cover sheet is to:

- 1) check that you understand the assessment criteria
- 2) help you check that you have handed in all the required material
- 3) to provide the marker with contextual information to ensure that you get useful and relevant feedback

Checking your hand in	Tick below to confirm
I have read and understand the assessment criteria (at the back of this cover sheet)	
I am handing in a complete portfolio	
I have answered every section of the portfolio and have written up to one page per section	
I am also handing in <b>one</b> example of additional work from the suggested additional tasks which were set (tick ✓)	
Please name that piece of work here	
e.g. Week 2 Reflection on Drive	

## The sort of mark you hope to get

The basic mark scheme for the portfolio is as follows:

	<b>A (70-100) A+, A, A-</b>	<b>B (55-69) B+, B, B-</b>	<b>C (40-54) C+, C, C-</b>	<b>D (&lt;40) D/Fail</b>
Self-reflection	Student shows clear evidence of self-reflection. Student is able to identify any issues has taken measures to overcome them A forward plan exists	Student shows evidence of self- Student is able to identify any issues and has identified measures to overcome them, but not undertaken them as yet	Student provides a descriptive account of the area. No real evaluation of issues or measures to overcome them	Insufficient content. Little or no attempt to address any problems
Taking into account the descriptors of the assessment shown above, and the amount of effort you put into this piece of work, what grade do you think you should be awarded for the work overall?				

The work on this part of the module should account for 50 hours of your time, this includes lectures, private and group study, and preparation of the assignment.

Like all our modules, we try to make the work as useful, relevant and interesting as possible.

**Please answer the questions below honestly, they will not affect your final mark.** They will help us  
i) give you appropriate feedback and ii) help us refine the way which we continue to develop the module for future students.

The feedback we can provide will vary according to your personal circumstances, please answer the questions below to help us calibrate that feedback, ranking your scores between 1 (strongly disagree) and 4 (strongly agree)

<b>Context: Your engagement to the RTS3</b>	Strongly disagree	1	2	3	4	Strongly agree
I worked through all of the Blackboard resources						
I completed each of the weekly surveys						
I attended all the lectures						
I completed all of the suggested tasks						
I kept myself up to date						
I did not follow the weekly plan, but managed my own time and caught up by the end						
Overall I found the video resources interesting						
Overall I found the written materials interesting						
I found this part of the course more interesting than I expected						

<b>Section 1. Motivations to study</b>	Strongly disagree	1	2	3	4	Strongly agree
I found this section easy to complete						
I think I made a good effort with my reflection in this section						
I think my work in this section deserves a first class mark						

<b>Section 2. Feedback from tests, assignments and examinations</b>	Strongly disagree	1	2	3	4	Strongly agree
I found this section easy to complete						
I think I made a good effort with my reflection in this section						
I think my work in this section deserves a first class mark						

<b>Section 3. The exam cycle: revision, preparation, completion, and reflection</b>	Strongly disagree	1	2	3	4	Strongly agree
I found this section easy to complete						
I think I made a good effort with my reflection in this section						
I think my work in this section deserves a first class mark						

<b>Section 4. progression with study and university life</b>	Strongly disagree	1	2	3	4	Strongly agree
I found this section easy to complete						
I think I made a good effort with my reflection in this section						
I think my work in this section deserves a first class mark						

<b>5. Future objectives</b>	Strongly disagree	1	2	3	4	Strongly agree
I found this section easy to complete						
I think I made a good effort with my reflection in this section						
I think my work in this section deserves a first class mark						

## The Interview

During the interview is there any section of the portfolio on which you would particularly like to focus?

## Any further comments

If you have any comments on this part of the course, or any special circumstances you would like to be taken in to consideration please enter them here.

## Routes to Success Part 3

### Assessment criteria 2013-14

Complete a reflective portfolio which addresses the topics identified in each section heading

You may use the indicative questions which are provided as guidance for the topics which you might address.

It is suggested you may find it useful to follow the What? So What? Now What? structure when you write the sections of the portfolio.

Each section of the portfolio should begin on a new page, and the contents of each section should be no more than one page.

In order to have your portfolio marked for this part of the module, you need to do the following

- 1) hand in a completed portfolio by the deadline  
This year the deadline is 12.00 midday on Wednesday 12<sup>th</sup> March 2014  
You should hand in a printed version of the portfolio and cover sheet to the faculty student administrative office in the Cameron Catalyst Building  
(normal arrangements for mitigating circumstances will apply if appropriate)
- 2) hand in **one** example of a completed piece of additional work selected from the suggested tasks (weeks 2-5)
- 3) hand in a fully completed cover sheet
- 4) attend the interview during your scheduled slot

If you succeed in completing the above, your portfolio will be marked during the interview following the basic marking scheme outlined below

### Mark Scheme

	<b>A (70-100) A+, A, A-</b>	<b>B (55-69) B+, B, B-</b>	<b>C (40-54) C+, C, C-</b>	<b>D (&lt;40) D/Fail</b>
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During the interview the marker will discuss the content of the portfolio with you.

If there are aspects of you study on which you need advice they may be able to address them in the context of the portfolio **reflection**.

The portfolio comprises a cover sheet plus five pages of reflective writing, one page addressing each different portfolio topic

**This document summarises the contents of the portfolio  
You can download and edit this document for the handin  
Complete the cover sheet, then add five more pages,  
one each for each of the section headings below**

The questions shown under each sub-heading are meant to act as thinking prompts to help you in the reflective process.

You will be expected to complete each section following a basic **“What? So what? Now what?”** progression. This structure and method which will be explained more in class and by exercises and notes. You will also be shown ways to identify ‘evidence’ which you can incorporate in your portfolio so that you provide an objective base for your reflection.

As well as providing a sub-heading for the topic of the reflection, there are short notes mostly in question form, which are designed to help you make your starting What statement, and to guide you through the reflection process.

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## 1 What are your motivations to study

- What are your reasons for taking the foundation year? i.e. why are you taking the foundation year?
- What were your objectives when signing up for the degree? What do you want to achieve as a result of successfully completing your degree?
- What are your personal motivations in life? How does your degree fit in with your life plans?
- How would you describe your levels of motivation? Are you always highly motivated? Does your level of motivation vary, and if so, what are the likely triggers for that variation?
- How does university life affect your study and your motivation? How good are you at achieving a life work balance?

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## 2 How do you use feedback from tests, assignments and examinations?

- What have your marks been like so far? If you are repeating the year, how is this year different from last year?
- How accurate are you in predicting your performance in an assessed task?

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## 3 How do you use the exam cycle: revision, preparation, completion, and reflection?

- What marks did you think you would get for each of your initial exams in January? When you began revision, immediately before each exam, immediately after each exam.
- What marks did you actually achieve?
- How accurate were your predictions? Explain what you think are the reasons for your accuracy/inaccuracy

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## 4 How have you progressed with study and university life?

- How would you describe your progress during the year?
- How would you describe settling in, your attendance, and your achievements?  
You might use observation or a diary to provide evidence of settling in, and attendance, while marks and test scores can provide evidence of progress.
- Does your actual progress meet the needs of your objectives and motivations?

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## 5 What are your future objectives?

- What are your objectives/ambitions?
- Have they changed since the beginning of the Foundation year?
- Taking into account your reflections, what are your top three priorities: short term; medium term; long term