Anglican Training Institute
Guidelines for Assignments & Examinations

Cover Sheet

Use ATI Essay/Assignment Cover Sheet. A cover sheet must be attached to each assignment. The information to be included on the cover sheet includes:

- Student number
- Title of subject / module
- Tutor's name
- Title of your assignment (if applicable)
- Date of submission
- The actual number of words

Formatting and Layout

- Header: Student number and module (right aligned)
- Footer: Page number in the centre
- Paper size: A4 (print on one side only)
- Font: Times New Roman, normal font
- **Font size: 12**
- Headings: Bold font and size 12
- Spacing: 1.5 line
- Margins: Right and left 2.5 cm or 1 inch
- Text colour: Black on a white background
- Start each question on a new page – number the questions
- Use **Turabian's Manual** (Notes-Bibliography Style) for footnotes and bibliography.
- Work submitted in the wrong format will automatically incur a deduction of marks up to 5%.

Submission of Assignments

- You can submit your assignment before or until the deadline time. The deadline for assignment submission is **2 p.m.** on the date specified by the academic team.
- Assignments are to be uploaded to ATI Moodle.
- Editing of assignments are allowed in ATI Moodle within 30 minutes. The cut-off time for assignment submission is 2.01 p.m.
- Steps to submit assignments in ATI Moodle.

Step 1:
Links to assignment submissions can be found in the course page section in Moodle.

Step 2:
Select the **link** to the assignment. The Assignment page will open, showing instructions and your submission status (due date, grading status, time remaining, grade, etc.) for the assignment.

Step 3:
When pasting assignment in Moodle, **save the file as a PDF** before submitting.

Step 4:
Select **Add submission**. The Assignment submission page will open. Enter text in a text entry box with assignment title, name etc for this assignment.

Step 5:
To submit a file using **drag-and-drop**:

Arrange your computer desktop windows so that you can view both your browser window and your files on your computer (e.g., in an open folder or on your desktop).
Drag files from your computer and release them on top of the big blue arrow in the Files area.

OR

To submit a file using **Upload file**:

Under File submissions, at the top-left of the file area, click the Add ⬚ icon. The "File picker" window will open.

To upload a file from your computer, click Upload a file (at left), then, below Attachment, select Choose file. Browse your computer and select a file, then click Open. The file name will appear next to the Choose file button.

Click Upload this file. The File Picker will close and an icon for your uploaded file will appear in the Files area.

Step 6:
Once your file(s) appear(s) in the Files submission area, click **Save changes**.
Note: You should receive an email confirming you have submitted the assignment.

Step 7:
You are allowed to revise/edit your submission **within 30 minutes** after your submission, you'll see an Edit submission button on the Assignment page. Select Edit submission to add or replace files, or edit a text submission. When you finish making changes, click Save changes.

The cut-off time for assignment submission is at 2:01 p.m. Any assignment submitted on/after 2:01 p.m. will be considered as non-submission.

Step 8:
You can check under Submission status on the Assignment page to ensure your file is listed.

Late Submissions
- For assignments submitted after the deadline, the student will receive a mark of 0%.

Extensions
- Extension is offered for authentic problems beyond the student's control (e.g. long-term health problem that disrupted work).
- The student who has a good reason for requesting an extension should contact the office and complete the extension form **2 weeks** before the deadline.
- Within a few days, the academic office will inform the student whether the extension is granted or not.

Plagiarism
Plagiarism is the unacknowledged inclusion of materials taken from the published or unpublished work of another, whether intentionally or unintentionally. In academic writing, it is essential that you acknowledge these ideas and opinions as belonging to a particular author as they are considered to be that author's intellectual property. Whenever you directly quote, paraphrase, or summarise someone else's ideas, you should give due credit to that person for their work.[1] ***This is called citing of references or referencing your work – if you fail to reference your writing it is called PLAGIARISM.*** This includes materials obtained from the internet. Penalty for plagiarism will be based on ATI's policy of Academic Malpractice.

Avoiding plagiarism
- Keep track of your sources
- Paraphrase carefully
- Quote your sources correctly
- Save all your research

Formatting citations in footnotes
For the first time of a reference you must provide the information in the following order:
- The author's full name,
- Journal titles, book chapter titles are enclosed in double quotation marks (if applicable),
- *Name of the book, article or journal* in Italic font,
- Editors (if applicable),
- Location of publisher, name of publisher and year published in brackets,
- Page number(s).

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[1] Subject resources and research support, "*Plagiarism: information and advice*", Bristol University, UK, http://www.bristol.ac.uk/library/support/findinginfo/plagiarism/

Example:

>1. N. T. Wright, *Scripture and the Authority of God: How to Read the Bible Today* (New York: HarperOne, 2013), 99–100.

>2. Larry W. Hurtado, "Following Jesus in the Gospel of Mark – and Beyond," in *Patterns of Discipleship in the New Testament*, ed. Richard N. Longenecker (Michigan: Eerdmans, 1996), 11.

When you use the same source again in the same essay you only need to write:
- Author's last name,
- Short title,
- Page number(s).
- Do not use "Ibid".

Example:

1. Wright, *Scripture and Authority of God*, 120.
2. Hurtado, "Following Jesus," 15-16.

Formatting citations in the bibliography
- References must be listed alphabetically.
- References in the reference/bibliography list should be indented on the second line (in cases where reference is two or more lines).
- The name of the first author is inverted, so that the surname appears first.
- The elements, or sections, of the citation are separated by full stops, not commas.
- **<u>Publishing details for books are not enclosed in brackets</u>**.

Punctuation
- Subscript numbers are always placed after punctuation.
- Footnotes and references should always end with a full stop (except in the case of where a URL or DOI are inserted).
- The title of a resource should be capitalised (e.g. Understanding the Bible).

Dropping of Module(s)
- You may choose to drop any modules currently enrolled.
- Refunds are payable if you drop a module within the first 10% of the class hours. Refunds are not payable at all if you drop the module after the stipulated time frame.
- Refunds will be processed after all other financial debts to the Institute have been settled (such as tuition fees, administration fees, accommodation charges, etc).

Examinations & Assignments
- If you fail an examination or fail to submit an assignment for any modules, you are required to re-sit the examination or resubmit the assignment for the module(s) within a year. Resubmission period is within a year from the original date of examination and/or assignment submission date. If you fail to re-sit the examination or resubmit the assignment, you will need to retake the whole module after one year.
- RM40 (C.Th), RM60 (Dip. Th), RM110 (B.Th) will be charged for the re-sit of examination or resubmission of each assignment for each module.

- Students are only given 2 re-sit chances for the same modules. Students who failed 3 times will need to retake the module.
- There will be a deduction of 10% of marks for poor handwritings.

Word Lengths
- Details of the required word length for each assignment can be found in the module guide.
- Students must declare an exact word count on the essay cover sheet.
- The word limit excludes footnotes and bibliography.
- There is no penalty for the work that fall short of or exceeds the required word length by less than 10%.
- There will be a deduction of marks (up to 5%) for the work that fall short or exceeds the required word length by 10% or more.

Assessment
- It is compulsory for students to submit their assignment(s) and receive a pass mark in order to pass the module.
- Where examination is part of the assessment, students must pass the examination in order to pass the module.
- In cases where a student fails his/her examination, he/she will be given a second chance to pass the module by taking the supplementary examination. However, the result of this examination will be capped at the pass mark (50%).

Attendance Monitoring
- You must make a written absence request accompanied by relevant documentary evidence at least two working days before the affected class. The academic office will inform you in writing within two working days of the formal decision regarding your request.
- You should inform the academic office within 2 days after any unplanned absence.
- When your attendance for a module fall below 90% (face-to-face class) or missed more than 30%, you will receive a fail mark for the module.

English Level Test
- ATI offers English courses at three levels: Elementary, Pre-Intermediate, and Intermediate.
- As part of the graduation requirements, students are required to pass the English Level Test according to their programme:

    - Elementary Level – CTh
    - Pre-Intermediate Level – DipTh
    - Intermediate Level – BTh / MDiv / MDiv (Adv)

- Each English level consists of three semesters, and each semester comprises 20 hours of classes.
- Students may refer to the Registrar for arrangements regarding the Placement Test.
- The English level will be determined through the Placement Test to confirm whether a student needs to attend any level of English class. If a student chooses not to attend an English class, he or she must take the English Level Test as part of the graduation requirement.
- The English Level Test will be arranged once a year, during Semester 1.

Mentoring Checklist
- As part of the graduation requirement, you must ensure that your Mentoring Checklist is submitted every Semester 1 and Semester 3 of every study year.
- The deadline is the same as the assignment submission date for those semesters.

Debt Settlement
- You will not be allowed to graduate if you have outstanding fees (enrolment, text book, etc).

Graduation Requirements
- Achieved a minimum CGPA of 2.0
- Completed the required English Language Modules
- Submitted all required assessments
- Settled all outstanding fees